

## **COURT CLERK**

### **SUMMARY:**

The Court Clerk's position is a part time, Monday thru Friday position, working at 18 hours a week. Position requires attendance up to 4 court sessions a month which would be included in the 18-hour week. Position pay would be hourly, at \$20.00 an hour.

### **COURT CLERK RESPONSIBILITIES INCLUDE:**

1. Maintains court calendar and notifies appropriate parties (i.e., jurors, court officers, private attorneys and defendants.)
2. Opens and sorts mail, according to fines, tickets, parking notices, civil and criminal matters, for all Justices.
3. Completes forms, such as criminal summons and small-claim complaint forms, and submits to the proper authorities.
4. Receives and records fees and fines, keeps financial records, and issue receipts
5. Enters all case in the dockets (motor vehicle, civil, criminal)
6. Types letters and forms from clear copy or rough draft.
7. Acts as receptionist and answers requests for routine information
8. Files and maintains a variety of documents and court records
9. Operates various office machines

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology and procedures and equipment. Must be computer literate and have ability to type. Understands and follows detailed oral and written instructions; ability to get along with others; ability to write legibly; clerical and numerical aptitude; neatness of appearance; tact and courtesy; integrity; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D

ADOPTED: 08/15/23 – NT.