

SENIOR JUSTICE COURT CLERK

DEFINITION

To perform the most difficult and responsible specialized clerical, financial record keeping, court calendar and public assistance duties in connection with Justice Court proceedings; to serve as a Pro Tem judge; to oversee the work of Justice Court Clerk; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Justice Court Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including financial record keeping, preparation of court docket calendar and serving as a Pro Tem judge. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Justice of the Peace.

Exercises functional and technical supervision over Justice Court Clerk.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Performs the duties of Pro Tem judge in the absence of the Justice of the Peace.

Assists the public at the information counter with filings, applications of procedures and rules, and miscellaneous questions.

Answers telephone inquiries regarding status of cases, applications of procedures and rules and miscellaneous questions.

Types docket sheets, prepares index cards, sets up folders for the record and informs the parties of correct titles and due dates for required briefings.

Prepares courtroom for court session, locating all required records and briefs.

LANE COUNTY
Senior Justice Court Clerk (Continued)

Coordinates and oversees the work of a Justice Court Clerk.

EXAMPLES OF DUTIES (con't)

Places documents filed in appropriate records; locates missing records for staff and purges inactive records from active files.

Opens and prepares the office for the day's operation.

Balances the monthly receipts for filing fees, etc; prepares deposit slips, deposits funds and forwards copies to designated agencies.

Prepares court calendars.

Maintains court records and charges filed in court cases and the disposition of each charge.

Prepares and sends out warrants, complaints, summons and various notices.

Processes cash bonds posted for trials.

Maintains detailed bookkeeping and accounting records for monies received by the court for fines and forfeitures.

Prepares statistical reports.

Prepares, maintains and processes records and files; prepares and transcribes minute entries.

MINIMUM QUALIFICATIONS

Knowledge of:

Functions, responsibilities and procedures of the Lane County Justice Courts.

Penal Code, Code of Civil Procedures and other statutes relating to court functions.

Legal procedures and documents used in court cases.

Preparation and maintenance of court calendars.

LANE COUNTY
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Legal terminology.

Knowledge of: (con't)

Account and fiscal record keeping.

Modern office methods, equipment and procedures including indexing and filing methods.

Correct English usage, spelling, grammar and punctuation.

Ability to:

Exercise responsibility for the administrative functions of the assigned Justice Court.

Perform difficult clerical and administrative assistance work related to Justice Court proceedings.

Maintain and update court calendars.

Read and interpret statutes related to court procedures and proceedings.

Maintain a variety of account and fiscal records.

Prepare clear, concise correspondence and reports.

Type at a rate of 40 words per minute from clear, legible copy.

Deal tactfully and courteously with individuals seeking information about the functions, policies and procedures of the Justice Court.

Establish and maintain cooperative working relationships.

Coordinate and oversee the work of Justice Court Clerks.

Experience and Training

Training:

Three years of responsible legal processing and assistance experience.

LANE COUNTY
Senior Justice Court Clerk (Continued)

Experience:

Equivalent to the completion of the twelfth grade. Additional specialized training in legal terminology or a related field is desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a LEADS certification or the ability to obtain within three months of initial appointment may be required, depending on assignment and/or specific Justice Court mission.