

LINN COUNTY CLASSIFICATION

TITLE: JUSTICE COURT CLERK

NUMBER: 004

PAY RANGE: 06

CATEGORY: SEIU

APPROVAL ORDER NUMBER: 2017-051

DATE: MARCH 7, 2017

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of clerical, secretarial, recordkeeping, public assistance and other duties in connection with Justice Court proceedings. Entry level employees in this position initially perform more routine clerical duties assigned and work under close supervision. However, as experience is gained, employees are expected to competently perform the full range of duties assigned with increasing independence and without close supervision.

SUPERVISION RECEIVED: Works under the direction and control of the Justice of the Peace and general supervision of the Court Administrator or Deputy Court Administrator; experienced employees in this position are expected to responsibly carry out tasks without close supervision and, within general procedures and guidelines, to develop efficient routines for carrying out work to completion.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this position; however, experienced employees may be asked to assist with the training and review of work for accuracy and completeness of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist in complying with statutory recordkeeping requirements; prepare materials for entry into the court records.
2. Assist the public with information about filings, court procedures, status of cases and answer miscellaneous questions.
3. May do any of the following: Assist in the preparation of monthly statistical, financial and accounting reports for all transactions handled by the Justice Court, record transactions involving court deposit accounts (bank accounts), bail and security deposits and refunds; initiate disbursement of payments to witnesses, jurors, vendors and suppliers of goods and services to Justice Court; assist in the scheduling of court events and provide notice of court events or court decisions to parties, attorneys, witnesses and persons entitled to notice; prepare jury lists and summon jurors; prepare subpoenas and other court processes; prepare courtroom for court sessions, including locating and organizing all files, citations, briefs and other written materials to be presented to the Judge.
4. Open and prepare office for operation and close office at conclusion of business day, open and sort incoming mail and deposit outgoing mail at post office.

5. Open court record on each action filed, file documents in appropriate record, maintain case records from initial filing to final disposition and through record retention period.
6. Receive payments and issue receipts for payments received by court; make posting to appropriate account.
7. Assist supervisors in monitoring compliance with court orders, including collections and judgment enforcement activities such as: license suspension, arrest warrant, contempt proceedings, garnishment and attachment proceedings.
8. May act as part time Court Clerk for a Municipal Court and perform all duties required of a Municipal Court Clerk.
9. May act as Violations Clerk of Justice Court Violations Bureau.
10. Perform clerical and secretarial tasks assigned by supervisors; may act as Judicial Assistant to Justice of the Peace.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of office procedures and practices; basic knowledge of computer software, including spreadsheet and word processing applications, basic knowledge of office machines; typing skill minimum 50 wpm; basic knowledge of bookkeeping principles; knowledge of and ability to use standard business English language skills (composition, spelling, grammar) and standard arithmetic.

Ability to exercise good judgment, courtesy and tact in public contacts and to maintain effective working relationships with other employees; ability to maintain confidentiality; ability to learn court procedures, legal procedures, terminologies and applicable laws; have ability to effectively communicate the same to other persons, orally or in writing; ability to deal with difficult people and difficult situations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and two years recent experience in an office setting performing clerical duties and dealing with the public; or a high school diploma plus one year business, professional or trade school in subjects related to this classification; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Must have no criminal convictions within the past fifteen (15) years and an acceptable credit history and must maintain these qualifications at all times during employment. Must have and maintain possession of a valid Oregon motor vehicle operator's license and an acceptable driving record at all times during employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office and courtroom setting. However, office and courtroom facilities may be located in separate buildings and in 2 or more communities. Travel between court facilities in different communities is a normal aspect of the work environment. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop and the ability to lift, move and/or carry 30 pounds, use hands to finger, handle or operate office tools or controls or equipment, reach with hands and arms, and ability to move quickly from place to place through gatherings of people while carrying job related equipment or materials. Persons in this position will have direct contact with the public, persons accused of or convicted of criminal offenses and persons in custody (prisoners). Persons in this position may be exposed to infections or communicable diseases.