

Baxter County Deputy District Court Clerk - Civil/Small Claims Job Description

Exempt: No
Safety Sensitive: No
Department: Tenth Judicial District Court of Baxter County
Reports To: Chief District Court Clerk
Location: District Court - Mountain Home
Date Prepared: November 02, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

The work of this position involves processing Civil and Small Claims cases and assisting the District Court Judge. The work affects the accuracy of court records and information exchanged with the general public. The employee will issue summons and warrants and related tasks which will conform to state and local law procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processes Civil/Small Claims cases including accepting filing fees, mailing out claims, issuing summons when necessary, and filling out judgments and related paperwork.
2. Assists District Court Judge in conducting court which includes assisting with cases, accepting money from commitments and other duties as necessary.
3. Provides information and forms to the public for filing claims.
4. Maintains and balances receipts.
5. Issues Summons, Subpoenas, Garnishments and Writs of Execution as appropriate.
6. Answers telephone inquiries and refers requests to Court Clerk.
7. Assists with the duties of court when necessary, as well as banking and postal procedures.
8. This employee will be cross-trained to substitute for and assist the Traffic and Criminal Court Clerks at any time.
9. Maintains files and documents.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY**FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, sit, use hands to finger, handle, or feel; and occasionally required to walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

SPECIFIC KNOWLEDGE, SKILLS, ABILITIES, OR EDUCATION:

1. Knowledge and mastery of current office equipment and procedures.
2. Knowledge of District Court procedures and processes.
3. Skill in operation of typewriter, computer, copier, calculator, and fax machine.
4. Skill in interpersonal relations, written and oral communications.
5. Skill in basic mathematical calculations, including monthly reports and bank statements.

IMMEDIATE SUPERVISOR:

The District Court Clerk will supervise daily tasks and assignments with the District Judge as Department Head.

Work will be assigned in terms of general instructions requiring the employee to use his/her judgment. Employee determines work methods for completing assigned tasks and requests assistance from supervisor if a problem arises. Completed work is reviewed for compliance with general operating procedures, accuracy, and the nature and propriety of the final results.

WORKING CONDITIONS:

Work is performed in either an office or a courtroom. Work is typically performed at a desk or table with intermittent standing, stooping, or walking and occasional lifting of light objects.

MINIMUM QUALIFICATIONS:

1. Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Knowledge of alphabetical and numerical methods of filing and sorting.
2. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship or having served in a similar position for one to two years.