

CLASSIFICATION ADDENDUM

Job Title: Court Clerk

Classification Specification: Administrative Specialist

Barg Unit: OPE

Pay Grade: B22-B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Court Clerk performs varied clerical court work as a part of a team that provides administrative support for the City's Municipal Court; monitors and processes financial and quantitative transactions of court cases to include accounts payable/receivable, dispersal of fees, and record balancing; participates in the control, issuance, entry and clearance of warrants; prepares and maintains a variety of court files and documents; orders supplies; coordinates jury activities; assigns court cases. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of financial recordkeeping and/or administrative support of court operations and/or legal processes to include experience with financial recordkeeping and computer information systems.

Licensing Requirements:

- Possession of or ability to obtain and maintain a Law Enforcement (LEDS) certification within twelve (12) months of appointment.

Knowledge:

- Principles and practices of courtroom procedure, rules and regulations;
- Capabilities of court system;
- Retention schedules;
- Financial recordkeeping.

Skills: *(Demonstrated skill in performing the following)*

- Traveling as required;
- Working within time constraints associated with legal processes and court scheduling;
- Learning regional and City data access methods sufficiently to run reports as needed;
- Obtaining a commission as a Notary Public;

Qualification For Grade Progression:

B22 – Journey

B23 – Advanced/Lead

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

Created: 2012.01
2017.11 – Revisions by Human Resources