

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE: Court Clerk, Sr Court Clerk
JOB CODE: 763, 762
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Municipal Court
SUPERVISOR: Court Administrator

Position Summary:

Under general supervision of the Court Administrator, performs clerical, technical and administrative duties in court of law; prepares docket of cases to be called; secures information for judges. Contacts witnesses, attorneys, and litigants to schedule hearings for court. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities:

- Prepares dockets or calendars of cases to be called. Checks in defendants for court hearings.
- Contacts witnesses, attorneys, and litigants to schedule hearings for court.
- Records case dispositions, court orders, and arrangements made for payment of court fees, other sanctions and sentencing for municipal and teen court cases.
- Answers inquiries from the general public regarding judicial procedures, court appearances, trial and hearing dates, outstanding warrants, summonses, subpoenas, and payment of fines.
- Provides secretarial and administrative support to the division such as answering telephones, assisting visitors, providing direction/information, and resolving sensitive situation with general public and defendants regarding cases.
- Prepares and issues orders of the court, including teen court, community service, probation orders, releases documentation, sentencing information, and summonses.
- Monitor defendant compliance with sanction's and provide verification of completion or non-compliance.
- Schedule and facilitate hearing sessions for teen court as directed
- Prepares documents recording the outcomes of court proceedings.
- Instructs parties about timing of court appearances.
- Comply with court rules regarding failure to appear, failure to pay.
- Explains procedures or forms to parties in cases or to the general public.
- Enters citations and case information into court database, accesses DMV driving records, and prepares cases files.
- Provides data entry services for the police department involving the entry of traffic citation data into (EIS) records system.
- Follows procedures to prepare, mark and secure the courtrooms, evidence, and exhibits.
- Amends court documents as necessary based on Judge's instructions, and endorses court documents with pertinent information.

- Collects court fees or fines and records amounts collected. Balances cash drawer daily and processes deposits to applicable institutions.
- Processes, tracks, and completes paperwork regarding bonds posted. Acts as an agent of the County to make transactions in the bond account in compliance with County procedure.
- Sorts, screens, reviews, and distributes incoming and outgoing mail. Composes, prepares, and ensures timely responses to a variety of routine written inquiries.
- Examines legal documents submitted to courts for adherence to laws or court procedures.
- Communicates as needed with judges, lawyers, parole officers, police, and detention center staff to coordinate the functions of the court.
- Assists in maintenance and development of judge's calendar and court schedule by setting sentencing hearings, trials, and weddings.
- Monitors compliance with court ordered Community Service, Defensive Driving, other sanctions and that jail sentences are served.
- Operates personal computer to compose and edit correspondence and/or memoranda from dictation, verbal direction, or from knowledge of established court policies.
- Establishes, maintains, and updates files, databases, records, and/or other documents; compiles and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Routinely follows up with Police Department regarding served subpoenas and bench warrants that have been quashed or closed.
- Orders supplies. Contacts appropriate vendor or County department regarding equipment or maintenance issues.
- Runs standard report regarding non-compliance with court orders. Verifies the accuracy of the report results. Issues order to show cause notices of hearing as applicable.
- Processes order of releases and order of commitments for defendants sentenced to jail time.
- Schedules pro se trials. Issues subpoenas for officer and witness for pro se trials.
- Prepares bench warrants for approval prior to issuance.
- Processes and archives case files, financial reports, cash receipts, and any other documents generated by the court as required by records retention.
- Acts as Court Administrator, in the absence of the Court Administrator.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Additional Essential Duties and Responsibilities Sr. Court Clerk:

- May Assist in maintenance and development of judge's calendar and court schedule by setting sentencing hearings and trials; coordinates schedules among the judge, police officers, attorneys, defendants, witnesses, probation officers, and interpreters, as directed by the court administrator.
- Responsible for maintaining the full court forms data base.
- Update full court forms using merge codes and OneSource with updated rules and import as necessary
- May provide support to the court Administrator for invoice entry and travel reimbursement
- Provide assistance with Website updates utilizing HTML and any other code required for site functionality
- Responsible for managing and scheduling the usage of the judicial complex.
- Administers policies and procedures as part of a comprehensive business system to effectively and efficiently support the implementation of judicial rulings and/or orders

Minimum Qualifications Court Clerk:

- High School Diploma or GED.
- Four years administrative or secretarial experience in a high volume work environment involving public contact, providing customer service and the application of complex policies and procedures.
- Must successfully complete computer skills test administered by Human Resources.

Preferred Qualifications Court Clerk:

- Associates Degree from an accredited college or university in Business Management, Criminal Justice or related field.
- Court or legal office experience.

Additional Minimum Qualifications Sr. Court Clerk:

- Associates Degree from an accredited college or university in Business Management, Criminal Justice or related field or equivalent combination of education and related work experience.
- Four years administrative or secretarial experience in a high volume work environment involving public contact, providing customer service and the application of complex policies and procedures.

Preferred Qualifications Sr. Court Clerk:

- Bachelor's Degree from an accredited college or university in Business Management, Criminal Justice or related field or equivalent combination of education and related work experience.
- 1 year experience using municipal court software
- Speak Spanish

Knowledge, Skills, and Abilities:

- Knowledge of modern office practices and procedures, standard office and accounting equipment.
- Knowledge of records management and basic accounting procedures.
- Knowledge of customer service practices and techniques.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to develop and maintain a record management system to procure and maintain supplies and purchases.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to gain knowledge of court and traffic violations policy and practices.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions provided in both verbal and written format.
- Ability to prepare routine accounting and administrative paperwork.
- Ability to use good judgment, analyze and solve problems.
- Ability to gather data, compile information, and prepare reports.

Additional Knowledge, Skills, and Abilities for the Sr. Court Clerk:

- Knowledge on best customer service techniques and practices that are above the general standards.
- Ability to take on special projects with case management, new procedures or closing out case records.
- Ability to train court clerks and explain tasks to new staff.
- Ability to attend county meetings or events as a representative of the Municipal Court.
- Ability to prepare accounting and administrative paperwork.
- Ability to use good judgment, analyze and solve problems.
- Ability to gather data, compile information, and prepare reports.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in a professional office environment or court setting with a moderate noise level. There may be exposure to unpleasant or hostile situations that arise when dealing with individuals involved in court cases. This position routinely uses standard office equipment such as computers, phones and photocopiers. Evening, holiday, and weekend work outside of normal business hours may be required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Elected Official: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: _____ Revised: 11/05/2012, 12/1/2018