



Department of Administration

Human Resources Division



COURT CLERK

Office of the Clerk/Auditor/Recorder

HIRING WAGE: \$12.00 – \$13.50/hr DOE

STATUS: Full-time with benefits

CLOSING DATE: October 19, 2012

APPLICATION MATERIALS: Apply online at www.adaweb.net/jobs

GENERAL STATEMENT OF DUTIES

Performs clerical and support duties related to the Ada County court system. Requires strict adherence to the duties of Court Clerk as set forth in Idaho Code. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class will have to meet the professional and ethical standards necessary to be deputized in order to carry out the duties of the Clerk of the Court. The nature of the work requires considerable self-confidence, flexibility, and independence in order to produce complete and accurate work in a fast-paced atmosphere with strict deadlines.

PRIMARY JOB RESPONSIBILITIES

- Collects filing fees and fines;
- Balances receipts and cash incoming on a daily basis;
- Types legal forms, form letters, reports and similar materials;
- Sorts, stamps, records and files a wide variety of legal and judicial materials;
- Maintains cross-referenced office files and a variety of other records;
- Processes all types of cases and documents presented to court, i.e.: criminal, domestic, special proceedings, habeas corpus, etc.;
- Reads and routes incoming mail and assembles files and other materials to facilitate reply;
- Composes replies to correspondence in accordance with established procedures;
- Operates phone, P.C., copy machine, adding machine, computer terminal and printer, tape recorder and typewriter;
- Explains policies and procedures pursuant to requests of the public, attorneys and other officials and departments;
- Sets hearing dates and maintains calendar for all judges in the District;
- Updates and maintains accuracy of a variety of data bases; and
- Reviews documents presented for compliance to standards set by Idaho Court rules.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Serves as a receptionist, answers telephone and gives general information regarding court filings and procedures;
- Cross-trains in various areas to perform the work of others for vacations, illness etc.; and
- Performs related work as required.

GENERAL INFORMATION

Performs work assignments according to general instructions given by the supervisor. The nature of the work is such that the employee frequently works with considerable independence. The work is reviewed for completeness and compliance with legal standards and policies.

JOB SPECIFICATIONS

- High school diploma or equivalent;
- Considerable experience performing progressively responsible clerical and court related work, which provided familiarity with the methods and procedures of the court system;
- Good knowledge of English grammar, punctuation and spelling;
- Good knowledge of the methods and procedures of the court system;
- Skill in the operation of personal computers with standard applications in a Windows environment;
- Good ability to quickly and accurately type from plain or rough draft copies;
- Good ability to maintain detailed clerical records and prepare correspondence on routine matters;
- Good ability to conduct oneself in a professional manner and promote harmonious working relationships with fellow employees and the general public;
- Good ability to understand and follow verbal and written directions;
- Good ability to communicate verbally and in writing;
- Good ability to maintain confidentiality;
- Good ability to deal with the public some of whom may be irate or under stress, in a tactful and courteous manner;
- Good ability to handle money (currency, coin and check) accurately and make proper change; and
- Good ability to operate a variety of office machines and equipment.

OTHER REQUIREMENTS

- Applicants must be able to successfully pass a detailed background investigation;
- A typing test may be required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- May be required to lift/move containers of court-related documents weighing up to 20/30 pounds;
- May be required to work after normal business hours when court is in session after normal business hours;
- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

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www.adaweb.net