Mesquite Nevada

JOB DESCRIPTION

COURT CLERK

Department:	Municipal Court	**Classification/Grade:**	19
Division:		**FLSA Status:**	Non-Exempt
Reports to:	Judge	**Date Approved:**	

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specific position. Therefore, description/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform a wide variety of specialized clerical processing duties in support of the Municipal Court; record and prepare all court documents and correspondence: responsible for the office administration of all Municipal Court actions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public
2. Receive, record and issue receipts for fees, bail and fines; prepares bank deposits and fiscal reports.
3. Perform court docketing, filing and bookkeeping.
4. Input and retrieve a variety of court information using a computer terminal.
5. Operate a variety of office equipment, including a computer terminal.
6. Receive, sort and distribute incoming mail and other correspondence.
7. Direct and deal effectively with agitated people to avoid conflicts.
8. Maintain records on prisoner status.
9. Answer the phone and greets the public.
10. Perform general clerical support to the court.
11. Attend workshops/training as required. .
12. Receive and process a variety of legal documents reviewing them for completeness, timeliness and compliance with legal compliance.
13. Assist in the establishment of new policies and procedures.
14. Enter Warrants in State Computer System.
15. Schedule court hearings and trials and related background research.
16. Maintain records on prisoner care and housing.
17. Responsible for minutes at Municipal Court hearings and trials.
18. Supervise receptionist/clerk position.
19. Maintenance of office area.
20. Be dependable and meet acceptable attendance requirements at all times.
21. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or written.
B. Assist in department operations and perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Court procedures and documents.
- Basic bookkeeping and filing.
- English usage, spelling, grammar and punctuation.
- Customer service needs and delivery.
- Modern officer procedures, methods and computer equipment, programs applications and uses.
- Knowledge of NRS statutes, legal terminology applicable to a court operation.

Ability to:

- Deliver quality customer service.
- Respond to requests and inquires from the general public.
- Type at a speed necessary for successful job performance.
- Maintain confidentiality of work.
- Work independently with minimal supervision.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Operate and use modern office equipment including computer and computer programs
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience, Education, Training, Skill, License or Certificate:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: One- year court, clerical or reception experience.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements :

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids. Risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
October 2009