

COURT CLERK

General Statement of Duties: Serves as clerk of the court, assisting citizens, works with defendants on payment plans, adjourning and rescheduling cases; does related work as required.

Distinguishing Features of the Class: This is difficult court clerical work performed under supervision of the court administrator and Judge, the preparation of all papers and records to the courts payment plans, the preparation of the court calendar. General instructions are received from the Court Administrator and or Judge of the District Court.

Examples of Work: (Illustrative Only)

- Prepares and maintains all payment plans ;
- Prepares schedule of cases to be showcause for none payment;
- Receives and issues receipts for cost and other funds paid into court;

Required Knowledge, Skills and Abilities: Thorough knowledge of court procedures; computer skills; good physical condition.

Acceptable Experience and Training: clerical experience in a court and completion of a standard high school course, customer service experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.