



LANE COUNTY
A018
Updated 02/14/03
Updated 06/27/06

JUSTICE COURT CLERK

CLASS SUMMARY: To perform a variety of specialized clerical, financial record keeping and public assistance duties in connection with Justice Court proceedings; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the entry/journey level in the Justice Court Clerk series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned, with increasing independence. This class is distinguished from the Senior Justice Clerk in that the latter performs the most difficult and responsible court assistance duties and serves as a pro tem judge.

SUPERVISION RECEIVED: Receives general supervision from designated management staff, and technical and functional supervision from lead staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. May perform the duties of Pro Tem judge in the absence of the Justice of the Peace and the Senior Justice Court Clerk.
2. Assists the public at the information counter with filings, applications of procedures and rules, and miscellaneous questions.
3. Answers telephone inquiries regarding status of cases, applications of procedures and rules, and miscellaneous questions.
4. Types docket sheets, prepares index cards, sets up folders for the record, and informs the parties of correct titles and due dates for required briefings.
5. Prepares courtroom for court session, locating all required records and briefs.
6. Places documents filed in appropriate records; locates missing records for staff and purges inactive records from active files.
7. Opens and prepares the office for the day's operation.
8. May prepare court calendars under the direction of the Senior Justice Court Clerk.
9. Maintains court records and charges filed in court cases and the disposition of each charge.
10. Prepares and send out warrants, complaints, summons and various notices.

LANE COUNTY
Justice Court Clerk (Continued)

| | |
|-----|---|
| 11. | Processes cash bonds posted for trials. |
| 12. | May prepare statistical reports. |
| 13. | Prepares, maintains and processes records and files; prepares and transcribes minute entries. |
| 14. | Receives and receipts for fines, forfeitures, payments, bail and other money. |

Knowledge of (position requirements at entry):

- Basic functions, responsibilities and procedures of the Lane County Justice Courts.
- Basic Penal Code, Code of Civil Procedures and other statutes relating to court functions.
- General legal procedures and documents used in court cases.
- General legal terminology.
- Modern office methods, equipment and procedures including indexing and filing methods.
- Correct English usage, spelling, grammar and punctuation.

Skills in (position requirements at entry):

- Perform specialized clerical work related to Justice Court proceedings.
- Read and interpret statutes related to court procedures and proceedings.
- Prepare clear, concise correspondence and reports.
- Type at a net rate of 40 words per minute from clear, legible copy.
- Deal tactfully and courteously with individuals seeking information about the functions, policies and procedures of the Justice Court.
- Establish and maintain cooperative working relationships.

Training and Experience (positions in this class typically require):

One year of responsible legal processing and assistance experience. Equivalent to the completion of the twelfth grade. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

Special Requirements - Possession of LEDS certification or ability to obtain within three months of initial appointment may be required, depending on assignment and/or specific Justice Court mission.

NOTE: These positions are represented by AFSCME Local 2831.

Classification History: Deminimus change updating supervision received was approved by County Administrator 06/27/06.
FLSA Status: Non-Exempt