

**Washington County
Deputy Clerk/District Court
June 10, 2010**

SUMMARY:

This position is responsible for a variety of routine and advance clerical tasks to expedite courtroom procedures as necessary in deposing of a wide range of cases brought before the District Court Judge. Provides customer service to the public on a continual basis on the phone and in person, responding to their inquiries and/or directing them to the proper authority for their requirements. Position handles privileged documents that must be handled appropriately and discreetly.

DUTIES PERFORMED:

(Performs other related duties as required) Clerks the Court on Motion Day, Grand Juries and/or Jury or Court trials by providing the Court with case files for that day, ensuring all are in order and have current pleadings, and by administering oaths to witnesses, jurors and bailiff. Stays in the courtroom while jurors deliberate and arranges meals and/or rooms for jurors if necessary. Take written minutes of proceedings, by shorthand and/or speedwriting and by operating electrical recording equipment. Takes motions and orders from Court, marks exhibits and keeps them secure during and after Court proceedings and completes follow-up work reflecting accurate courtroom activities by recording the disposition of cases, preparing orders as given, transcribing minutes, securing confidential material and entering results in ISTARs.

Communicates with attorneys and other interested parties concerning hearings, trials, court orders, etc. Prepares ISTARs court calendar and maintains Motion Day calendar.

Examines a variety of legal documents submitted to the Court. Sets up new case files by receiving and receipting filing fees; posting documents, pleadings and hearing dates on the ISTARs system; issuing summons, subpoenas and writs of execution and docketing the return of each and maintaining each case file when new documents are submitted.

Type letters, forms, opinions, executive orders and judgments; transcribes, compiles and files minutes and other court related documents; prepares reports and summaries of court activities; compose and compile correspondence and orders as directed by the Clerk or the Court. Issue warrants of arrest as directed by the Court. Proof all court-appointed attorney claims.

Compiles appeals to the Supreme Court, prepares Clerk's Record and submits all reports as required by the Supreme Court.

Responsible for the collection, receipting, recording of restitution payments, fines and fees from defendants. Receipts cash and surety bonds and enters pertinent information into ISTARs. Compiles data on each defendant owing restitution; assists in turning defendants over to collection because of nonpayment.

Maintains licensed Idaho attorneys list in ISTARs.

Take applications for marriage licenses, alcoholic beverage licenses and passports.

Receives and receipts Road & Bridge, Solid Waste, Weed and other department payments as necessary.

Works elections by registering new voters, prepares ballots for absentee voters, assists in compiling each precinct voter registration booklets, contacts homebound voters for absentee ballots, keeps running tally of votes on election night and other duties as required.

Maintains public and nonpublic records. Assists in the furnishing of information requested while maintaining a high degree of confidentiality in regard to matters not open to the public.

Deals with the public on the phone and in person on a continual basis throughout the day to provide quality customer service to all patrons. Maintains, respects and keeps confidences relating to privileged information by the Court. Must demonstrate the ability to be able to show discretion in the handling of sensitive court documents.

Perform other duties as assigned or as needed.

SUPERVISION GIVEN:

None.

SUPERVISION RECEIVED:

Position responsible to the Clerk of the District Court/Ex-Officio Auditor/Recorder.

MACHINES, TOOLS AND EQUIPMENT USED:

Must be proficient in the use of personal computers, printers, scanners and software such as A/S 400 program for elections, ISTARs for court records, Microsoft Word, Excel, Paperclip, Audia, Roxio, FTR Player and other court related and County computer programs as they come on line.

Must be proficient in the operation of a variety of office machines; personal computer or terminal operation; photocopiers, FAX; telephones; cash register; calculators.

WORKING CONDITIONS:

Indoors in an office environment with some exposure to hostile and irate people. Does require a variety of physical activities, occasionally involving muscular strain. Does involve such things as walking, standing, turning, stooping, sitting, reaching, talking, hearing and seeing. Mental application utilizes memory for details, ideas and written and verbal communications, emotional stability, discriminating thinking, guided and creative problem solving.

JOB SPECIFICATIONS

PHYSICAL REQUIREMENTS:

- May be required to sit or stand for long periods of time.
- Must be able to lift, carry and handle record books that may weigh up to 30 lbs.
- Must be able to climb, reach, push, pull, records to file in proper place.

EDUCATION REQUIREMENTS:

- High School diploma or equivalent, with course work directly related to general office procedures.

SPECIAL SKILLS:

- High degree of performance and accuracy is required.
- Good communication skills both written and verbal.
- Ability to communicate and work effectively with elected officials, fellow employees, professionals and the general public.
- Must have knowledge of the Idaho Code, Idaho Court Rules and city/county ordinances and keep current with any changes.
- Extensive knowledge of office procedures and filing systems.
- Extensive knowledge of computers, software and ability to type.
- Able to accurately count money and return change.
- Good working knowledge of basic math skills.
- Must have ability to deal with difficult situations and people under pressure.
- Maintain discretion in the handling of sensitive court documents.
- Be able to use proper telephone etiquette.

EXPERIENCE REQUIRED:

- Two years or more of clerical or general office training.
- Two to three years experience in related duties or equivalent combination of education and experience.
- Considerable knowledge of terminology associated with legal documents.

TRAINING REQUIRED AFTER HIRING:

- Knowledge of the function of the Clerk/Auditor/Recorder and its relationship to other County offices.
- Extensive knowledge of office procedures, filing and computer systems.
- Ability to research Idaho Code, Idaho Court Rules and recorded documents.
- Continuing training sponsored by the Idaho Supreme Court.
- Continuing training sponsored by the Secretary of State.
- Continuing training for any software updates.
- Continuing cross-training for other duties in the Clerk's office.

ADDITIONAL COMMENTS:

- Annually handles in excess of \$500,000 in fines, court costs, bonds, restitution, filing fees and licenses.

This position is located at the Washington County Courthouse within the Clerk's office.