TITLE:	**Court Clerk Trainee**	**JOB CODE:**	1305
PREPARED:	06/10/04	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under close supervision, provides staff support to the Justices of the County's District and/or Justice Courts.

Distinguishing Characteristics: This is a trainee designation – employees hired to this classification may have little or no experience in a court or legal environment and require close supervision. After one year of successful performance, the employee may be eligible for the Court Clerk classification.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides information and technical guidance to the public regarding court procedures, official information, resources and the use and completion of various forms and documents.
- Schedules hearings; notifies defendants and witnesses of court appearance dates; issues arrest warrants; schedules interpreters and court reporters; prepares documents for use by the Justices during court sessions.
- Gathers information from documents and contacts with other County offices or external agencies; enters and retrieves data from automated systems and prepares periodic or special reports; creates formats, reports, spreadsheets and databases; enters information on notices and correspondence regarding order to appear, subpoenas, various court orders and affidavits.
- Takes and transcribes minutes of court proceedings; operates audio equipment; administers oaths to witnesses and jury members.
- Maintains and processes a variety of records; assigns case numbers; creates case files for arraignments; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; established and revises filing systems.
- Receives and maintains records of payment to the court; arranges payment schedules as directed by the court; distributes fees received; reconciles cash with records and makes deposits of money received; processes accounts payable; maintains records of expenditures and reconciles financial reports.
- Processes mail and performs miscellaneous filing and document searches.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of legal office principles, practices and terminology.
- Knowledge of modern office practices, procedures and equipment.

- Knowledge of the criminal justice and court systems.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in understanding and applying laws, rules, codes, regulations and procedures.
- Skill in operating a personal computer and software applications.
- Skill in performing research and logically organizing information.
- Skill in working under pressure and within strict timelines.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with judges, other court staff, external agencies and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Three years of experience in secretarial/clerical staff support.
- Notary Public Certification or obtain Certification within 12 months of hire.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 40 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, audio and video equipment, microfilm equipment, calculator and a motorized vehicle.