TITLE:	**Chief Court Clerk**	**JOB CODE:**	1302
PREPARED:	5/18/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, provides and supervises subordinate staff in the preparation and maintenance of legal records and the recording of court proceedings.

Distinguishing Characteristics: This designation is distinguished from the Court Clerk by the added responsibilities of supervision and a broader array of work activities.

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.*

- Coordinates the work of the office of the Court; supervises and trains staff engaged in courtroom services; develops internal policies and procedures; established work methods; makes work assignments; makes recommendations regarding work procedures, forms, work flow and equipment usage; participates in employee performance reviews.
- Participates in the development of the office budget; monitors expenditures and advises officials as necessary.
- Responds to inquires from other County departments, agencies or the general public regarding court procedures, information sources, or help resources; explains use and completion of forms and documents.
- Serves attorneys, court officials and the general public regarding receiving, filing and conforming to all incoming documents.
- Collects fees and fines and tracks all monies; balances all fee and fine monies collected.
- Schedules hearings; notifies defendants and witnesses of court appearance dates; prepares documents for use by the Justice during the court session.
- Administers oaths to witnesses and jurors; marks and tracks evidence; takes and transcribes minutes of court hearings; maintains records of all trials and hearings.
- Gathers information from documents and contacts with other offices and agencies in response to court requirements and/or inquiries for general or specific technical information; enters and retrieves data from automated systems and prepares regular or special reports; enters information on notices and correspondence regarding orders to appear, subpoenas, court orders and affidavits.
- Maintains and processes a variety of records; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; established and revised filing systems.
- Serves as Jury Commissioner by preparing and distributing letters and jury questionnaires to prospective jurors annually; processes returned questionnaires and enters information into an automated database; responds to questions from prospective jurors regarding jury duty.
- Prepares documents for microfilming; prepares lists and indexes for microfilming.

JOB DESCRIPTION
Chief Court Clerk

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of legal terminology, documents, orders, filing procedures and deadlines.
- Knowledge of correct English usage, including grammar, spelling and punctuation.
- Knowledge of the principles and practices of effective employee supervision.
- Knowledge of bookkeeping and record keeping.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in performing research and logically organizing information.
- Skill in interpreting laws and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in written and oral communications.
- Skill in establishing and maintaining effective working relationships with Justices, court staff, attorneys and the general public.
- Skill in working under pressure within strict timelines.
- Skill in operating a personal computer and software applications.
- 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.
- Five years of experience as a legal secretary, court clerk or a related capacity with a minimum of two years of supervisory experience.

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 25 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, audio equipment and microfilm equipment.