

CLERK OF THE DISTRICT COURT

CHERRY COUNTY

365 N Main Street, Suite #11

Valentine, NE 69201

T: (402) 376-1840 | F: (402) 376-3830

POSITION DESCRIPTION

Class Title: Deputy Clerk and Deputy Jury Commissioner of the Cherry County District Court
Full-Time/\$23.00 per hr after probationary period goes up to \$23.45

Department: Cherry County Clerk of the District Court

POSITION OVERVIEW

The Cherry County Clerk of the District Court is now accepting applications for the position of Deputy Clerk. Under the direction of the Clerk of the District Court, the Deputy Clerk provides assistance to the Clerk regarding supervising, planning, and coordinating the operations and activities of the office; performs general clerical work involving cash, checks, and warrants; performs a variety of routine bookkeeping functions and associated clerical work of considerable complexity and responsibility under minimal supervision; manages the general operations of the front office as defined by the Clerk of the District Court. This position also duplicates as the Deputy Jury Commissioner

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works as a team with the Clerk of the District Court to receive filings for all types of pleadings for both existing and new cases; responds to customer requests by either assisting or directing them to the appropriate staff member or the public kiosk.
2. Receives, examines, and determines procedural acceptability for all documents complying with pertinent requirements; coordinates all incoming documents and routes to the appropriate destination; checks documents for accuracy and completeness; file stamps all court documents; sends copies of orders signed by Judges to attorneys or parties involved; assists customers; issues print outs of payment records from the cash and fee system to customers regarding their court costs, fines, etc.; issues receipts for monies paid to the court for fines, fees, court costs, etc.; balances daily cash drawer and bank deposits in timely manner.
3. Monitors case dockets for hearings, deadlines, and statuses; takes appropriate action depending on the documents of proceeding filed;

- verifies the up-to-date accuracy of the electronic calendars and dockets as used by the Clerk of the District Court office.
4. Issues civil and criminal processes, such as subpoenas and summonses in a timely manner.
 5. Furnishes case information to the court, the bar, the litigants, and the public relative to the status of the case.
 6. Properly screens calls and correspondence answering routine inquiries and referring other than routine inquiries to the appropriate public official or staff member.
 7. Prepares letters, correspondence, and reports as directed; assures the timely and accurate recording of court records.
 8. Monitors and assists all customers on passports; provides information, processes, and approves applications for transmittal to the Passport Agency.
 9. Responsible for staying up to date and trained on current technologies and equipment in use by the Cherry County District Court
 10. Performs other duties as assigned by the Clerk of the District Court.
 11. Review and recommend new policies, procedures, or modifications to current practices concerning records access, management, performance of data processing, and the input of information into computer database files; provides routine computer technical support and data file maintenance.

DUTIES AND RESPONSIBILITIES SPECIFIC TO THE DEPUTY CLERK ONLY FOLLOW:

12. Monitors and assists in the Record Management and Retention of old records and cases; acts as supervisor in the absence of the Clerk regarding responsibilities and general front office operations; maintains working knowledge of cases and their statuses; coordinates with District Court Clerk on coverage in the office; communicates regarding concerns, opportunities, recognition, and feedback.
13. Processes daily accounting and general batch reports on all business days except the first business day of the week and the first business day of the month.
14. Responsible for all Appeal related cases; timely and accurately processes appeals and their relative pleadings from the County Court, as well as to the Court of Appeals or Nebraska Supreme Court.
15. Responsible for technical support and problem solving of the courtroom technology in the Clerk's absence.
16. Maintains the master checkout record for court case files.
17. Is appointed the Deputy Jury Commissioner per Statute and at the approval of the presiding judges; assists Clerk with jury duties in the Clerk's absence and/or as assigned by the Clerk.

18. Responsible for the sealing of cases and search warrants when applicable in the absence of the Clerk.
19. Oversees successful operation of the Clerk of the District Court office in the absence of the Clerk.

TOOLS AND EQUIPMENT USED

- PC & Laptops
- JUSTICE Software (AS400)
- Microsoft Office365
- Zoom Video Conferencing
- Courtroom Video Conferencing equipment
- Office Video Conferencing equipment
- 10 Key
- Printer/Copier/Fax Machine

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent with specialized course work in general office practices and two (2) years of clerical experience, or any equivalent combination of related education and experience
- Ability to type 40+ words per minute proficiently
- Understanding confidentiality within the District Court and not releasing any confidential information concerning cases or the District Court Office without an order or public records request.

DESIRED KNOWLEDGES, ABILITIES, AND SKILLS

- Understanding of the legal system and common legal terminology
- Working knowledge of computers and various technology related equipment
- Working knowledge of modern office practices and procedures
- Related skills in operation of listed office equipment
- Ability to enter data accurately and efficiently; ability to establish effective working relationships with staff and supervisors
- Experience in a supervisory capacity

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit, use hands to finger, handle, or operate object tools or controls, and reach

with hand and arms. The employee is required to move about the office, the office vault, the jury room, the courtroom, and the storage vault located in the basement via stairs. Large percentage of time talking, hearing, using judgment, and near vision performing work inside.

The employee must occasionally lift and/or move up to 50 pounds.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required. This position will be filled by the most qualified candidate as determined by the Clerk of the District Court. Seniority by existing employees who apply for this position will not be considered or weighted in filling this position's vacancy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

SPECIAL REQUIREMENTS

- Attend JUSTICE training, if not previously completed
- Successfully complete Passport Acceptance Agency Test
- Obtain a Notary Certificate

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____