

JOB TITLE: COURT CLERK II



Department: Courthouse
Supervisor: Civil & Criminal Supervisors / Director
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 11/19/2024

SUMMARY

The Court Clerk II is an administrative support position that assists in the successful operation of the District Court. Work involves recurring situations with occasional variances. Regular independent judgment is required to apply standard practices and procedures and decision-making within clearly defined parameters. Works independently with limited supervision, under the general direction of the Supervisors and Director. Communicates frequently with others throughout the department, other county and state departments and others outside the organization. Work has a definite impact on the operations of the District Court. Work is typically performed in an office environment with significant intermittent stress due to deadlines. Does not typically involve travel outside the local area.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- A master multi-tasker with excellent communication skills and upbeat attitude. Assists management, judges and visitors to the courthouse by handling a variety of tasks, including but not limited to, providing quality customer service to the public who are conducting business within the courthouse, processing court-related paperwork, collecting fees, and accurately entering data into the court management system. Will provide polite and professional assistance via phone, mail, email, and over-the-counter and is generally a helpful and positive presence.
- Works independently, following written and verbal instructions to accurately process all court-related documentation.
- Prepares complex criminal documents, which include but are not limited to Orders, Notices, Warrants, Summons, correspondence, and other documents at the direction of the court and/or as required based on processes and procedures.
- Performs a variety of complex technical duties involving interwoven data entry tasks, entering critical data into the statewide case management system, and attaching paperwork to files in preparation and response to court hearings, interim and final court orders, and all manner of paperwork generated to process the caseload for the assigned resident judge, out of county judges and senior judges.
- Reviews for accuracy and processes all documentation filed through the state-wide e-filing system in accordance with established state practices and procedures.

- Assists in maintaining the official court record. File stamps documents to show an official date that determines whether matters meet statutory time limits therefore permitting them to be heard, when they are to be heard, if an appeal will be considered, etc. Schedules court hearings. Does required data entry for the official record, including entering Event details as part of the case's permanent record. Distributes paperwork to counsel and parties.
- Performs a wide variety of complex and diverse duties requiring independent judgment and a full understanding and knowledge of legal terminology and court procedures. Processes time sensitive legal matters. Properly routes files to judges or staff as needed according to the type of file and the type of process needed at that particular time of case progression for that particular file.
- Assists customers in person, by phone, email, fax, and mail. Liaison with the public, attorneys, law enforcement, and other departments both within and out of Bonner County in all court operational matters. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Provides a respectful environment for the timely administration of justice. Maintains confidentiality when handling sensitive matters. Acts with appropriate discretion. Performs other court related tasks as required.
- Routes legal documents, electronically filed throughout the day, to the appropriate judge, staff attorney, or clerk, paying particular attention to rushed or sensitive filings with deadlines.
- Creates new civil and criminal cases filed over-the-counter or by email from the public or Prosecutor's office. Prepares Orders, Summons, or Warrants at the direction of the judges and/or based on case-type. Communicates with the Sheriff's office to ensure accurate party information before issuing Summons, Warrants, and Protection Orders. Communicates with LillyBrooke and the Sheriff's office for the timely service of Protection Orders.
- Performs monthly review of civil cases to assure cases are progressing pursuant established time-standards.
- Collaborates with Supervisors and the Director to establish efficient processes and procedures to meet Idaho Supreme Court best business practices.
- Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic and ability to handle occasional challenging situations with the general public in a professional and tactful manner.

SECONDARY FUNCTIONS

- Assists with election operations, as directed by the Elected Clerk.
- Performs additional tasks as outlined by Criminal Supervisor, Director, or Elected Clerk.

JOB SPECIFICATIONS

- High school diploma or general education degree (GED).
- Possess a minimum of 2 years experience in an office setting or related field.
- Advanced secretarial executive assistant practices and procedures such as the ability to comprehend, interpret and follow complex oral and written instructions, ability to prepare

documents, business correspondence, business memos, publications and information pursuant to the law and Idaho Court Rules, safety rules, court and county policies and procedures.

- Maintain confidentiality in all matters relating to the business of the District Court. Keep confidential communications, documents, and data collected as a result of case filings.
- Maintain integrity and a professional demeanor at all times.
- Ability to establish and maintain effective working relationships with the general public.
- Ability to follow directions, work in a professional manner, and develop effective working relationships with co-workers.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Working knowledge of good grammar, spelling, proofreading, composition, and pleading/document formats, to obtain a professionally finished product.
- Must be able to communicate orally and in writing in a logical and concise manner.

PHYSICAL ABILITIES & WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit for extended periods of time, use hands to keyboard, handle or manipulate tools used in performing the job and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to hear delayed playback on recording systems to assure court hearings are being recorded for transcription. Must have the ability to work quickly and accurately, maintaining efficiency while working under time pressure and deadlines. The noise level in the work environment is moderate. There are daily exchanges with co-workers, many of whom regularly need the judicial assistant's services between court sessions. Must also respond on these limited breaks from court to the public, attorneys, law enforcement, other agencies and departments who are also accessing services by phone, mail, email, fax, in person, or via interoffice mail. Must be prepared to remain in court for extended periods of time. While performing the duties of this job, the employee is regularly exposed to germs, bacteria, and virus through contact with the public. They are also working with high-risk individuals (i.e. current or former felons and mentally unstable persons) and hazardous materials in the form of exhibits such as caustic chemicals, weapons, items with blood, etc. Many exhibits arrive packaged to limit exposure. Commonly in court for extended periods of time with incarcerated individuals with hygiene and behavior issues.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____