

## **JOB TITLE: Court Clerk III**



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

### **SUMMARY**

Performs a variety of complex and unique legal clerical services that requires proficient and responsible application of specialized or technical knowledge and experience. Provides varied, complex, and often confidential liaison communication and clerical assistance to the Judges; employs independent judgment in the resolution of problems. Requires considerable judgment to work independently towards generally defined results, modifying or adapting to procedures to meet conditions, and makes decisions based on precedent and organizational policies. This position requires considerable responsibility and confidentiality.

The Court Clerk III is a position that assists in the successful operation of the courthouse. Work involves a wide diversity of situations where regular independent judgment is required to determine practices and procedures and contribute to new concepts. Works independently with limited supervision, under the general direction of the Judges and Criminal Supervisor. Communicates frequently with others throughout the department, other county and state departments, and others outside the organizations. Work has a definite impact on the operations of the courthouse. 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:

- Prepares complex criminal documents, which include but are not limited to Orders, Judgments, Notices, Warrants, Summons, correspondence, and other documents at the direction of the court and/or as required based on processes and procedures.
- Prepares for the successful operation of all court sessions, including but not limited to preparation of anticipated Orders, Notices, No Contact Orders, and Warrants, and assuring that all necessary filings have been received in order for the court session to proceed. Reviews charging documents to assure charging codes match state-approved code sections. Reviews all submitted court exhibits to determine that they are properly identified and marked. Communicates with law firms/attorneys if discrepancies are identified, in order that they may be rectified.

- Performs clerical assistance during court sessions, including, but not limited to operation of the digital recording system and creating court minutes for the official record. Administers the oath to witnesses, marks and maintains evidence and exhibits, prepares documents as directed by the judge, provides judge with future court dates, assists in maintaining courtroom decorum, and actively participates in the flow of in-court case matters, in coordination with the judge.
- Reviews the court session, upon completion to assure accuracy of the official record. Assures all orders and other documentation are timely distributed to all parties and outside agencies. Prepares any follow-up criminal or civil documents as may be required due to the outcome of the proceedings.
- Responsible for tracking and scheduling hearings required for the timely progress of all felony, misdemeanor, and juvenile cases, as required pursuant to State statutes and rules. Must multi-task and must retain numerous details of processes that regularly change due to modifications in the law and/or rules.
- 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.
- 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 in and out of court requiring independent judgment and a full knowledge and understanding 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. Coordinates with other courts on some limited tasks due to the judges' out-of-county caseload. This position directly represents the court so must perform all duties in an honest and ethical manner.
- Answers questions and clarifies procedures for other support staff.
- Communicates with bailiffs, Sheriff's office, dispatch, jail staff, and the Idaho Department of Corrections (IDOC), over prisoner transport, security concerns, etc. Coordinates workload with staff attorneys, court reporters, and extern, if any.
- 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 criminal documents, electronically filed throughout the day, to the appropriate judge/clerk, paying particular attention to rushed or sensitive filings with deadlines.
- Processes documents received daily from the Sheriff's office including, bonds, returned warrants, and other documents of defendants who have posted bond, been arrested, or

released. Prepares and routes probable cause orders to judges on defendants who have posted bond and prepares and issues Summons or Warrants for those defendants to appear.

- Backs up Court Clerk IIs to provide customer service at the counter or on the phone, answering questions, accepting filings, and taking payments. Assist Court Clerk IIs in processing cash bond payments received over-the-counter.
- Creates new felony, misdemeanor, and juvenile cases as filed by the
- Prosecutor's office. Prepares Summons or Warrants at the direction of the judges. Coordinate with Sheriff's office and Dispatch for accuracy of defendant information prior to issuance of any Summons/Warrant.
- Assures cases are progressing pursuant to state statutes, court rules and/or state-established time-standards.
- Collaborates with the Director and Criminal Supervisor to establish efficient work processes in accordance with Idaho Supreme Court best business practices as well as local practices and procedures.

## **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).
- Four (4) years court-related experience, two of those as a court clerk and/or float clerk required or equivalent combination of education and experience.
- 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.
- Working knowledge of legal terminology, formats, and processes is preferred.
- Proficient at drafting original orders, judgments, correspondence and memos, and a 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.
- Ability to professionally handle confidential materials and information.
- Ability to effectively present and receive information in one-on-one and large group situations (jury pools, courtroom audiences and participants consisting of 1-100 persons).
- Professional oral and written communication skills. Ability to hear, speak, type, and write legibly in English.
- Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral,

diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.

- Interruptions are frequent, expected, and routine. Must adapt to evolving work tasks and environments.
- Expected to exercise logical and creative thought processes to develop solutions to varying work situations lacking immediate supervision.

### **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 in court, 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.

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**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: \_\_\_\_\_