

JOB TITLE: **IN-COURT CLERK**
DEPARTMENT: Magistrate or District Court
SUPERVISOR: Clerk of the District Court
SUPERVISION EXERCISED: None

EXEMPT STATUS: Non-exempt
LAST REVISION: 08/15

Job Scope

Summary: Primary responsibilities of this position involve assisting in all areas of the court house. The In-Court Clerk in court, prep and class files order driving records. Float Clerk serves as an In Court Clerk as well.

Other Information: The In-Court Clerk is a support position that has a distinct and direct impact on the successful operation of the magistrate and district courts. Responsibilities involve other departments and directly affect the performance of the court system. Work involves regular and recurring situations involving a moderate degree of complexity and judgment required to apply standard practices and decision making within defined parameters. Requires the ability to implement and adapt procedures and policies as directed by the Idaho Supreme Court or for the benefit of the courts. **Attention to detail and accuracy is critical.** During training incumbent's work is regularly supervised. With experience incumbent works independently with moderate to light supervision to ensure that the performance of the various department functions are not compromised. Communicates regularly with others throughout the department, as well as inside and outside the organization. Job includes interacting with the magistrate and district court offices. Work is performed for both magistrate and district courts and in an office environment. Position often has high stress due to deadlines and the potential impact on the public, victims, and defendants should those timelines not be met. At the same time, incumbent must prepare files for the next week's court sessions while attending court and processing files prepared the week before. Requires strong computer skills. Responsible and accountable to immediate supervisor, judges, Clerk of the Court, and other departments, such as law enforcement, and well as to the general public.

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:

1. Prepares cases on the court calendar ensuring the necessary documents, forms, and other information are in the case for court proceedings. Requires close communication with the clerk's office and the file clerk. Accesses state data bases for information required by the judge and maintains the confidentiality of that information. Regularly works with confidential information in the performance of duties. Responsible to maintain confidentiality of information from closed court proceedings. Authorization by Bonner County Sheriff's Office is required to obtain confidential information required by the court. Expedient processing of documents for law enforcement as well as other departments both within and without the organization.

Secondary Functions

1. Be available for on-call and other during and after-hours responsibilities as requested by judges, supervisors, or other personnel. Performs or assists with performance of duties outside the scope of regular duties.
2. Performs all other duties as assigned.

Job Specifications

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
2. Minimum of two years progressively responsible clerical experience in an office environment recommended.
3. Knowledge of court functions, including proceedings, hearings, and other court processes helpful.
4. Knowledge of legal terminology associated with a variety of court processes. Familiarity with such terminology should be present at hire, and additional orientation can be obtained during the initial months of employment.
5. Skillful operation of standard office equipment and electronic recording devices. Ability to proficiently type at or about (50) WPM. Must possess neat and legible handwriting and good filing skills.
6. Ability to maintain efficiency while working under time, pressure, and deadlines. Ability to focus on detail, work accurately and quickly, prioritizing work to ensure critical documents are processed expediently.
7. Must possess good organizational, telephone, and communication skills, especially as they relate to communications related to the courts. Must be comfortable with public speaking. Maintain a professional decorum and dress as a representative of the courts and Bonner County.
8. Proficient grammar, spelling, and punctuation skills primarily as used in proofreading of court logs, legal documents, memos, and, occasionally, in composing correspondence.
9. Ability to follow directions, work in an effective and professional manner. Positive working relationships with co-workers, supervisor, other departments, and general public are critical for the effective functioning of the organization.

Working Conditions

Incumbent must have the ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication, listening and speaking, both in person and over the telephone); continual sitting and typing for extended periods of time without the ability to take a break during court proceedings; and frequent keyboarding, grasping, walking, and repetitive motions. Does require good general vision and attention skills. Must have ability to carry heavy loads of court files for brief periods while walking to and from the courtroom and/or judges' offices. Due to tight deadlines and schedules, last minute changes, problems, and pressure, ability to be very flexible and adaptable to all situations and to meet constant changing calendars necessary. Due to the nature of this job there is a moderate level of personal risk.