

CHEYENNE COUNTY DISTRICT COURT RECORDS CLERK

POSITION OVERVIEW

Provides skilled clerical work involved in the interpretation and classification of County documents, records and materials, including the skilled use of a personal computer, and some coordination of various departmental functions.

Work involves varied and occasionally complex duties accepting, classifying, filing and retrieving received documents. Employees of this class exercise independent thinking and judgment based upon knowledge gained through experience. Employees are responsible for making personal work determinations, but such decisions are usually made in accordance with established procedures and departmental policies. Work involves receiving and classifying documents; contacting other public, community and reference agencies to identify and confirm reported information; assisting customers or personnel in retrieving required materials; making recommendations on departmental records management policies and procedures; interpreting and communicating departmental rules and policies; reviewing and answering questions from the general public; serve as Passport Acceptance Agent. Work responsibilities require considerable initiative and independent judgment. A legal background is essential to evaluating whether documents received conform to guidelines set by Nebraska State Statutes. Work also involves office operations performed when Elected Official and Deputy are not in the office.

POSITION DESCRIPTION

Class Title: Records Clerk
Department: Cheyenne County District Court

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. This is responsible routine clerical work in a district court under the supervision of the clerk of the district court and the deputy clerk.
2. Primary counter person to receive filings for all types of new cases and for pleadings for existing cases. Respond to customer requests by either assisting them or directing them to the appropriate staff. Assist customers, agencies, attorneys, and Judge.
3. Maintain case files from opening to maintaining and finally closing files as directed by legal documents/orders. Receive and coordinate all incoming documents and route to the appropriate destination. Maintain records by placing file stamp on orders, data entry of

CHEYENNE COUNTY DISTRICT COURT RECORDS CLERK

case numbers for listing, and scanning the orders and entries on the JUSTICE system. Issue receipts for monies paid to the court for fines, fees, court costs, verify information from written copy, computer data, make necessary corrections, perform indexing, photocopying, and routine clerical support tasks as needed.

4. Answer telephone calls; provide operational information and answer questions or complaints; contact other public, community, and reference agencies to identify and confirm reported information; reference and maintain complex public records within "Justice".
5. Receipt and document financial transactions accurately, balance daily cash drawer.
6. Prepare letters and correspondence as needed.
7. Knowledge of mediation and parenting plans. Have forms available and assist self-represented litigents (check for completeness).
8. Knowledge of protection order forms. Have forms available for self-represented litigents and check for completeness.
9. Assist all customers with passports. Provide information, process, and approve applications for transmittal to the Passport Agency.
10. **Maintain security and confidentiality.**
11. Refer all legal questions to appropriate entities.

TOOLS AND EQUIPMENT USED

Personal Computer, JUSTICE program, Microsoft, typewriter, 10 key, computer printer, FAX machine, and photocopier.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of modern office practices and procedures including computer applications.

CHEYENNE COUNTY DISTRICT COURT RECORDS CLERK

- Considerable knowledge of record indexing/classification and filing methods, and techniques.
- Ability to apply mathematical computations and tabulations with speed and accuracy.
- Ability to maintain clerical records and to adhere to procedural guidelines.
- Ability to understand and follow complex oral and written instructions.
- Ability to effectively communicate both orally and in writing.
- Ability to receipt and document financial transactions accurately.
- Ability to establish and maintain effective working relationships with other employees and the general public, and to follow the direction of the Clerk and Deputy Clerk.
- Skill in the operation of general office equipment such as personal computer, calculator, and photocopying equipment.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or operate object tools or controls and reach with hand and arms. The employee is occasionally required to walk, talk, or hear.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with work disabilities to perform the essential functions.

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RECORDS CLERK**

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check and job related tests may be required.

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 job change.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by coursework in general business or records management. Experience in classifying, cross-referencing, and maintaining records systems. Experience in the legal, banking, and/or abstracting fields are very helpful, and some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent, plus education or experience in classifying, cross-referencing, and maintaining records systems, and data entry, or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills required. Must be able to type 40 words per minute proficiently.

SPECIAL REQUIREMENTS

Successfully complete training in JUSTICE (the Statewide Computer Program).

Will be required to pass the Passport Acceptance Agency Test.

Employee signature: _____

Date: _____

Supervisor signature: _____

Date: _____