



JOB ANNOUNCEMENT

OPEN DATE: October 16, 2020

CLOSE DATE: Open Until Filled

JOB TITLE: Court Clerk

JOB CODE: 1252

PAY RATE: \$10.34/hour

PAY GRADE: 14

APPOINTMENT TYPE: Seasonal

FLSA: Non-Exempt

DEPARTMENT: Judicial

SUMMARY

Under the supervision of the Court Administrator and the Municipal Court Judge, performs specialized clerical, technical, and analytical duties of a varied nature, involved in case processing, file maintenance, case management and the clerical business of the court. Employee generally works with some independence using discretion and judgment in completing duties. Works with highly confidential information.

DUTIES AND RESPONSIBILITIES

- Provides assistance to the general public - answers, screens and routes telephone calls; directs persons to appropriate court or office; answers questions regarding filing fees, status of cases, case numbers, and docketing.
- Schedules defendants for arraignment hearings and assists with citation issues.
- Generates legal documents such as summons, court orders, subpoenas and files and mails to interested parties.
- Receipts fines, court fees and money paid to the court; verifies amounts, notes if bonds can be accepted by the court are documented and have appropriate signatures; issues receipts and ensures all receipts are docketed appropriately.
- Performs end of the day reconciliation of daily receipts.
- Responsible for depositing receipts on a daily basis.
- Generates documents pertaining to adjudication on cases as required by rules.
- Submits required abstracts for all cases as required by the state Motor Vehicle Division.
- Performs record checks as required for all agencies and individuals making requests.
- Closes cases according to established procedures.
- Responsible for backing up files on computer software and related trouble-shooting problems.
- Tracks open cases to ensure actions required by rules, statues or regulations are taken within required deadlines in regards to suspending licenses and issues orders to show cause.
- Must ensure court defendant files are updated as needed to maintain current addresses for collection of monies or for contacting persons failing to appear in court.
- Receives and files legal documents received for court cases.

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- May be required to attend seminars, trainings and meetings.
- Performs all other duties as assigned.

MINIMUM JOB REQUIREMENTS

- High School Diploma or GED
- One (1) year of clerical and administrative support experience in a high volume environment where public contact and customer service was required.

PREFERRED REQUIREMENTS

- Experience working in a court setting or legal office.
- Ability to communicate in both English and Spanish.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain a valid insurable New Mexico Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain confidentiality.
- Knowledge of generally accepted office practices and procedures.
- Ability to use standard office equipment to include computers and standard software.
- Knowledge of basic mathematics and cash receipting procedures.
- Ability to understand and apply complex policies and procedures.
- Ability to write using proper grammar, vocabulary and spelling.
- Must be willing to learn court related terminology and concepts such as types of pleadings, dockets, summons, subpoenas, and bench warrants.
- Must be willing to learn case management software and data entry paths.
- Ability to type accurately at a reasonable rate of speed;
- Ability to organize and prioritize work and maintain accurate and orderly records and files; maintain work standards of courtesy, confidentiality; accuracy and completeness
- Ability to communicate effectively both orally and in writing and respond with tact, composure and courtesy when dealing with clients.
- Strong interpersonal and communication skills and the ability to work effectively with the public and co-workers.

WORK ENVIRONMENT

- Work is performed primarily in an office setting.
- Occasional evening and weekend work may be required in order to meet deadlines
- The noise level in the work environment is usually moderate. There are some situations in which the employee may be exposed to unpleasant, hostile or violent situations that arise when dealing with individuals involved in court cases. The employee must be able to regularly interact positively with co-workers and the public and meet multiple demands from several people.
- Work with frequent interruptions, changing priorities and a high volume work load.

PHYSICAL REQUIREMENTS

- Required to sit for long periods of time.
- Occasionally lift and/or move up to 40 pounds.
- Frequent repetitive hand motion and use of a computer.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.