



Magistrate Court Clerk II (2215)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 9

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide administrative and clerical services in support of Magistrate Court operations. Assignments are performed under general supervision and follow established methods and procedures in compliance with applicable laws governing the office.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the second level in a multi-level series. Incumbents in this classification have a fundamental knowledge of processes and procedures for the Magistrate Court, work with moderate supervision, and have two years of experience in processing routine legal documents and supporting court functions.

Typical Duties

Provides customer service by phone or in person: answers phone calls or serves walk-in customers; explains criminal and civil court information, policies and procedures; accepts and reviews legal documents submitted by the general public in accordance with court procedures and prescribed time frames; responds to requests for records in compliance with established rules and regulation; and collects and processes a variety of fees according to area assignment.

Reviews incoming and outgoing documents for completeness and accuracy of information and processes documents for filing as required in accordance with court rules: may process and assist with filing personal property foreclosures, writs of possession, garnishments, civil claims, foreclosures, and/or warrants; opens case and assigns case numbers; prepares records for recording; files, scans and enters case information into appropriate docket; prepares certified documents for mailing to appropriate parties; and forwards case information to appropriate parties for processing and/or service.

Performs data entry in specialized program applications: scans, indexes and records court case information and/or legal documents; audits and reviews data for accuracy, proper filing fees, and proper completion; and maintains accurate records and filing systems.

Collects and deposits monies from a variety of fines, fees and garnishments: collects payments and writes receipts for payments from walk-ins and mail; maintains cash drawer; enters payment data into appropriate database; prepares and files related paperwork; balances daily accounts; makes daily deposits or disburses money to appropriate parties; and charges off accounts that have been paid, unable to locate, dismissed, or bankruptcy.

Processes a variety of court related documents according to area assignment: receives complaints,

petitions, court orders, warrants, citations, applications, lien filings, and other legal documents; assigns case numbers; enters information into appropriate database; sets Rule Nisi dates; maintains garnishment docket book; prepares and mails certified defendant copies, court date notices, or other court related documents.

Assists with hearings as needed.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by two years of clerical or administrative experience in a court or legal setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019