



Magistrate Court Clerk III (2210)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 10

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide administrative and clerical services, predominantly serving as a hearing attendant 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 third level within a multiple level series. Incumbents in this classification have a broad knowledge of processes and procedures for the Magistrate Court, work independently with limited supervision, work in multiple areas within the Court, and have three years of experience in area of assignment.

Typical Duties

Assists judges in court or as needed by request: ensures hearing dockets are up-to-date; obtains case files for upcoming hearings the day before court; places on judge's desk for review; swears all parties in before hearing begins; takes any accurate notes during hearings for a decision at a later date; types all results of decisions rendered for judge's signature; scans results into computer, docket cards and docket book; conducts research as requested; and relays information to judge.

Records and types results of hearings: mails deferred results; marks defendant case and card; marks calendar for default and appeals; pulls defaults and appeals, marks cards and cases, and forwards charge-offs to the appropriate position; and copies certified appeals and delivers to courthouse with notice of appeal.

Schedules hearings for all civil proceedings: determines available dates and adds case to court docket schedule; mails hearing notices to all parties; marks all dockets for judges and court constable; enters case information into computer database and scans in hearing notice to ensure that information is available if any person calls asking status of case.

Enter citations in system and maintains dockets and for County ordinance hearings: receives citations that are written by County code enforcement officers for animal control, environmental, inspections, manufactured home decal, and other code related matters; assigns each case a docket number; enters defendants information into database and scans citation into computer; prepares case and case cards; sets up payment plans for parties to pay fines; ensures compliance with payment plans as agreed; and prepares default letters and/or related contempt letters for service as needed.

Provides assistance to other Magistrate Court Clerks in dispossessory, civil claims, bookkeeping, and garnishment: processes documents 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; forwards case information to appropriate parties for processing and/or service; and collects and processes a variety of fines, fees and garnishments.

Provides customer service by phone or in person: answers phone calls or serves walk-in customers; provides 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.

Provides administrative assistance in matters related to enforcement of County ordinances, civil hearings, civil claims, and FIFA's.

Communicates with supervisor, other employees, attorneys, judges, law enforcement officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by three years of experience in a similar position or as a Magistrate Clerk II; 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 to 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