

JOB DESCRIPTION: JUSTICE COURT CLERK

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The Justice of the Peace Pct 1 is seeking to hire a motivated, eager to learn person for the position of Justice Court Clerk. By working with the Justice Court, you will be interacting with members of the public during stressful circumstances in their lives and have the opportunity to make a difference! We appreciate the value of maintaining a strong team and strive to provide professional development opportunities for our team members.

The position of Court Clerk performs a wide variety of administrative duties in support of the Justice Court including the initiation, processing, and maintenance of legal documents, preparation of correspondence and statistics, and provision of information and assistance to the public.

JOB DUTIES:

Assists the general public in person and by phone, including retrieval of information and files, and providing available options and requirements regarding court case processes, including but not limited to; scheduling of court dates, driver safety course information, warrants, and other compliance options;

Maintain quality control for all open and closed citations;

Coordinates and prepares documents for judges to review and sign;

Compiles, types, records and files a wide variety of court records and materials, including citations, summons, warrants, letters and complaints;

Learns, correctly interprets, and applies the laws, codes, policies and procedures related to the processing of court documents;

Processes paperwork from the jail, payments, citations;

Understands the organization, procedures and operating details of the Justice Court System;

Sorts, files copy and distributes mail, correspondence, court documents and reports to appropriate personnel;

Assists with courtroom docket on a weekly basis, verifying scheduling, researching cases, preparing paperwork and documenting outcomes on cases called before the judge;

Process paperwork required by law for cases appealed to a higher court;

Attend seminars to continue education;

Process daily deposits and such other related duties as may be assigned.

Acceptable Experience, Training, Certifications and Licenses

High School Diploma or the equivalent, clerical or experience requiring public contact;

Previous court experience preferred but not required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.