

**CITY OF WEST WENDOVER – COURT
JOB CLASSIFICATION
DEPUTY COURT CLERK I
(ADMINISTRATIVE CLERK – COURT CLERK)**

POSITION DESCRIPTION

Under the general supervision of the Presiding Judge and the direct supervision of the Court Administrator, the successful candidate will perform a wide variety of duties in support of the Court, to include, but not be limited to, typing, filing, data entry, answering telephones, interacting with the public and other agencies, coordinating with and supporting other staff members, and handling money; the successful candidate will also perform other related work as required or requested by the Presiding Judge or Court Administrator.

The individual hired for this position must be bondable as the position requires responsibility for handling monies received by the Court.

CHAIN OF COMMAND

The Court Administrative Clerk shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City code.

DISTINGUISHING CHARACTERISTICS

Deputy Court Clerk I is the foundation class in the Deputy Court Clerk series. Initially under close supervision, incumbents learn and perform the more routine tasks and duties of the Court, such as duties performed according to established procedures with changes in procedures or exceptions to rules explained in detail as they arise. As experience is gained, duties become more diversified and are performed under more limited supervision. As distinguished from the Deputy Court Clerk II class, no specific prior work experience or knowledge of Court policies and procedures is required; however, the successful candidate for the position must possess considerable skills and abilities of a general, work-related nature.

ESSENTIAL FUNCTIONS

The successful candidate must understand the nature of confidential employment. The successful candidate must have no prior criminal convictions, other than minor traffic violations for which a fine only was paid and must be able to pass a background investigation.

The following is a partial description of functions performed by a Deputy Court Clerk I, and is not restrictive as to duties required of the position:

- Acts as receptionist by answering telephones and greeting the public at the Court counter, and documenting all such conversations when case-related.
- Receives and files a variety of legal documents, reviewing them for completeness, timeliness and compliance with law and rules of the Court, and rejecting improper documents.
- Collects, sorts and distributes mail sent to the Court, and prepares and sends mail from the Court to other agencies and individuals.
- Monitors consumable supplies used by the Court and reorders supplies as needed.
- Receives, records and issues receipts for monies received by the Court, accurately recording payment information on applicable cases.
- Explains and provides clarification regarding operational procedures and policies of the Court to plaintiffs, defendants, witnesses, attorneys, staff of other agencies and members of the general public, while refraining from providing legal advice of any kind.

- Performs notarial acts both as a Notary Public and as a Deputy Court Clerk, including taking acknowledgments, administering oaths and affirmations, certifying copies, and executing jurats.
- Researches and answers questions regarding case activity and processes record requests for active, inactive and closed cases.
- Initiates citation cases in the case management system and enters all relevant data including plaintiffs, defendants, charges/allegations, appearance/answer/due dates and bail amounts.
- Monitors citation cases for compliance with appearance dates and sentencing requirements such as payment of fines and completion of community service.
- Generates late notices and bench warrants for citation cases which fall out of compliance.
- Reports failures to appear and failures to comply to collections agencies and/or the Department of Motor Vehicles, as applicable.
- Validates active arrest warrants and outstanding bench warrants monthly and upon request, and identifies instances in which amended warrants are needed.
- Accepts and posts bail on warrants, and prepares and disseminates warrant recalls to the applicable agencies.
- Reports convictions of crimes to the Criminal History Repository and/or the Department of Motor Vehicles, as applicable.
- Prepares bank deposits and verifies funds received by the Court on a daily basis.

QUALIFICATIONS

Education/Experience/Training: Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- High School Diploma or equivalent.
- (Preferred but not necessary) Specialized administrative/secretarial/court clerk/computer training courses or graduation from an accredited business school/college or trade school with appropriate certificates; or progressively responsible experience in an office/court clerk environment .
- Employment eligibility verification required (i.e. valid identification, I-9, Immigration/Naturalization)

Knowledge/Skill: Exceptional command of the English language, including spelling, punctuation, grammar and vocabulary.

Knowledge of:

- Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Outlook, and Internet Explorer; basic modern office operations, filing systems, and record keeping.

Skill in:

- Business letter and report writing techniques and proofreading; operating typical office equipment such as photocopiers, fax machines, printers, telephone systems and computers;
- Dealing tactfully and courteously with the public even in tense, stressful or difficult situations where relations may be strained;
- Communicating effectively and professionally with all segments of the public and community including private and public organizations and other federal, state and local agencies;
- Listening carefully and responding appropriately.

Ability to:

- Accurately type at a net rate of no less than 40 words per minute;

- Learn quickly and multi-task efficiently with minimal errors;
- Complete work requiring independent judgment with speed and accuracy; learn, interpret, and apply organizational policies, laws, rules and regulations;
- Perform simple to moderately complex arithmetic calculations; understand and carry out oral and written directions, communicate clearly and concisely, both orally and in writing;
- Work under pressure, maintaining work effectiveness in spite of constant interruptions and constantly changing priorities.

The successful candidate must understand the nature of confidential employment and be able to maintain confidentiality and adhere to the Model Code of Judicial Conduct at all times.

Special Requirements and Licensing: Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment. Must be a U.S. citizen, or have the legal right to work in the United States. Possession of Notary Public Appointment from the Nevada Secretary of State or ability to obtain such within a six-month period. English-Spanish bilingual ability preferred but not required. The successful candidate must be bondable since the position requires responsibility for handling monies received by the Court.

Background Investigations: Due to the nature of this position, a background investigation may be conducted by the City in order to establish suitability for employment. The successful candidate must have no prior criminal convictions, other than minor traffic violations for which only a fine/forfeiture was paid.

WORKING CONDITIONS

Ability to tailor work hours to needs of department, though standard hours are 8 am to 5 pm. Smoke-free working environment.

Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors or excessive noise. Frequent interruptions to planned work activities will occur as special needs from the public, co-workers, other agencies, other departments and supervisors arise. Occasional exposure to hostile individuals or potentially hazardous evidence materials may occur.

PHYSICAL AND DEMANDS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job: Ability to work in high stress, demanding situations with numerous deadlines. Sufficient mobility to work in a typical office setting and use various office equipment. Hearing and speech adequate to communicate effectively in person and via telephone. Strength, dexterity, coordination and vision adequate to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping is necessary. Lifting (up to 50 pounds) is periodically required.

CONTROLS OVER THE POSITION

Chain of Command: The Deputy Court Clerk I shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City code.

Performance and Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Non Exempt; This is an At-Will Court position

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