

# COURT ASSISTANT I

## **JOB PURPOSE AND SUMMARY**

This is general legal process work in direct support of the Court systems of Clark County.

Employees in this class are responsible for performing routine clerical or technical processing work in support of court functions according to standard formats and specific direction. Work involves clear and specific guidelines and repetitive operations. Judgment is confined to clearly defined work procedures and priorities requiring knowledge of legal processes, terminology and procedures.

## **CLASSIFICATION DISTINCTIONS**

The incumbent works with some independence in the performance of routine job duties, but receives detailed instructions and close supervision when assigned new or non-routine tasks. Work is reviewed for quality, thoroughness, accuracy and conformance to established policies and procedures, and when appropriate for attitude and effectiveness in dealing with others. The incumbent is supervised by a lead worker or supervisor.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Constructs new case files; files and retrieves documents; prepares documents for microfilming.
- Performs data entry for Court functions through a computer terminal; gathers, compiles, codes, and posts data.
- Performs routine duties associated with processing citations, warrants, subpoenas and other legal documents.
- Receives, sorts and distributes incoming mail.
- Assists the public at the counter and on the telephone; refers calls and inquiries to appropriate office or person; explains routine procedures and court functions.
- May assist clerk, traffic magistrate or other personnel in courtroom; may perform follow-up work.
- Operates standard office equipment.
- Performs related work as required.

**QUALIFICATIONS**

- One year clerical or general office experience.

**- OR -**

- One year (45 credit hours) of post-secondary business, office or legal occupational training or education may substitute for required experience.

**Knowledge of....**the rules of English grammar, spelling and punctuation; modern office practices and procedures.

**Ability to....**follow oral and written instructions; learn and implement complex procedures and legal processes; sit or stand for long periods of time while performing repetitive functions; develop and maintain effective working relationships with the public, co-workers and supervisors.

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Office use: 6/20/00