

COURT ASSISTANT II

JOB PURPOSE AND SUMMARY

This is a technical legal process work in direct administrative support of the Court Systems of Clark County.

Employees in this class are responsible for performing a wide variety of technical operations requiring specialized clerical knowledge. Duties differ from the entry level in that incumbents are able to perform a wide variety of clerical activities associated with case processing. Performance at this level usually involves exposure to and training in a broad range of Court clerical processing activities. Duties require technical expertise in aspects of Court operations and process when the consequence of error would be significant.

Work is reviewed periodically for quality, thoroughness, timeliness, accuracy and conformance to established policies and procedures, and, when appropriate, for attitude and effectiveness in dealing with others. Work assignments are made and reviewed by a leadworker or supervisor.

An employee may assist in the training of other assigned clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Attends Court and makes accurate minutes of proceedings; instructs defendants; administers oaths; oversees exhibits; prepares and processes orders of the Court; performs follow-up work as required.
- Issues warrants, summons, subpoenas, notices and hearings, writs of garnishments, restriction and habeas corpus, criminal commitments, attachments and other legal documents ordered by the Court.
- Receives, receipts, disburses and balances fines, bail, support and restitution payments, court costs, trust accounts, juror and witness fees.
- Prepares Court calendars (dockets) for Civil, criminal, probate, domestic relations, small claims, traffic and mental illness cases; schedules mitigation and pretrial hearings; prepares case files for Court sessions ensuring appropriate documentation; sets and coordinates jury trials, contacting appropriate persons and initiating related correspondence.
- Prepares cases for appellate proceedings; processes appeals by preparing Court records and exhibits for transfer.
- Advises and maintains contact with prosecutors, attorneys and law enforcement personnel concerning case status; acts as liaison judges and legal parties.

- Responds to telephone inquiries; sorts and routes documents; initiates correspondence requesting information or in response to a Court-related inquiry.
- Performs data entry for Court functions through a computer terminal; gathers, compiles, codes, records, enters and extracts data.
- Takes applications, approves notary bonds, records business information as required by law; processes paperwork for commitments, releases and referrals; contacts appropriate departments and agencies for the exchange of information; enters citations or complaints into computer or log book.
- Arranges for time payments for Court-related fines; monitors payments and takes appropriate action for delinquent payments; pursues collection of dishonored checks; monitors case dispositions for defendant compliance to sentences.
- Assists in balancing daily receipts and accounts.
- Operates standard office equipment.
- Performs related work as required.

QUALIFICATIONS

- Two years of clerical word processing, typing or stenographic work experience which includes at least one year of work directly related to the work of the class.

- OR -

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

Knowledge of....modern office practices; business English, grammar, spelling and punctuation; the operation of Court and court processing activity.

Ability to....work independently in a high pressure environment; follow, understand and apply prescribed procedures, policies, laws and regulations to the legal processing activities of the Court systems; express ideas clearly and concisely both orally and in writing; operate standard office equipment including word processors computer terminals, typewriters, adding machines, calculators, dictaphones, copiers and transcribers; sit or stand both for long periods of time while performing routine and repetitive functions; to establish and maintain effective working relationships with co-workers, supervisors, other agencies and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

An incumbent works in a typical office setting. The working area may be very congested. Areas between heavy sliding file shelves are quite narrow and moving around in this area could be a potential safety hazard. Ladder climbing is a routine part of the job. There is occasional exposure to temperature extremes and noise,

Heavy walking, lifting of files and boxes of files, light bending, moderate stamina, heavy seeing, reading, speaking, hearing, handwriting, typing/keyboard and manual dexterity are essential tasks of this position.

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Office use: 6/20/00