

LANCASTER COUNTY
COURT CLERK

NATURE OF WORK

This is responsible supervisory work processing all judicial actions, cases and pleadings for District Court and Juvenile Court.

Work involves supervising a group of clericals in the individual processing of cases, pleadings and judicial actions; reviewing the work of subordinates to ensure that each case and pleading have been fully processed and each item distributed to the employee responsible for the next step in the process; fielding questions from attorneys and the public; meeting with judges to dispose of inactive cases; coordinating the County Mental Health Board meetings; selecting jurors for duty; contacting other courts and agencies including the County Jail, the Nebraska Penal Complex, the County Sheriff, the Public Defender and the County Attorney on related items; tabulating court costs; balancing daily child support receipts; acting as the Clerk of District Court in the absence of the Clerk of District Court and the Chief Deputy Clerk of District Court. Supervision is exercised over subordinate clerical employees in the Court Services division. Supervision is received from the Clerk of District Court.

EXAMPLES OF WORK PERFORMED

Plan and supervise the work of subordinates; provide employee training and complete employee evaluations; fill in for absent employees as necessary; review the work of subordinate employees to ensure all cases and pleadings have been properly processed before submitting them to the next step in the process.

Transcribe, record process and maintain the records of all judicial entries and actions made by judges of the District Court and Juvenile Court; prepare the daily set of minutes; enter temporary and final judgments into the Judgment Record; prepare a daily disposition sheet describing all cases which have been disposed; meet with judges to dispose of inactive cases, make necessary entries to dispose of cases and notify all parties involved.

Assist attorneys, public officials and the general public with questions regarding cases, garnishments and jury duty.

Coordinate the County Mental Health Board meetings including scheduling the meetings, arranging for all necessary persons to be in attendance and notifying all interested parties; gather information and files for the board's review; tape record and transcribe all actions made by the Mental Health Board.

Summon prospective jurors for duty; administer the oath to selected jurors; maintain records of juror status (excused, no-service, delayed); read verdicts.

Tabulate fees, court costs and restitutions; balance daily child support receipts in the absence of the Chief Deputy Clerk.

Act as the Clerk of District Court in the absence of the Clerk or Chief Deputy Clerk of District Court.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of court records, legal documents and administrative procedures required within the state judicial system.

Some knowledge of modern office management and procedures.

Ability to train, supervise and evaluate employees engaged in the clerical work of the court system.

Ability to establish and maintain effective working relationships with attorneys, county officials, employees and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the operation of a calculator, typewriter and personal computer.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in legal clerical work and experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an senior high school or equivalent plus experience in legal clerical work and some experience in a supervisory capacity or any equivalent combination of training and experience which provides the desired knowledges, abilities and skills.

Approved By: _____
Department Head

Personnel Director

Revised: 1/96

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