

**Lincoln County  
Position Description**

**Position Title:** Court Clerk

**Department:** Clerk of Circuit Courts

**Pay Grade:** E

**FSLA:** Non-Exempt

**Revision Date:** January 15, 2021

**Reports to:** Clerk of Circuit Courts

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**Job Summary**

The Court Clerk is responsible for assisting the Clerk of Court with maintaining and processing court records and for coordinating the flow of office documents, work, and information between court related departments/agencies, branches, outside agencies and the public. Performs duties which can involve independent judgment and initiative within policy guidelines established by the Clerk of Court and under the supervision of the Clerk of Court. All duties and responsibilities are performed under and subject to the review and guidance of the Clerk of Court and/or Chief Deputy.

**Essential Duties & Responsibilities:**

- Processes records for traffic, criminal, civil, small claims, family and paternity case files, including entering of case, docketing and monitoring case activity on the state automated system. Prepare and organize electronic files for court activity.
- Coordinates and schedules all case types for appropriate hearings to adhere to case processing guidelines and timelines as set by State statute.
- Drafts orders, judgments, warrants and other documents for Judiciary review and signature. Prepares cases for further collection and tax intercept.
- Signs orders, judgments and subpoenas where appropriate.
- Records (typed and audio) minutes of courtroom activities.
- Swears in witnesses, jurors and bailiffs for court testimony.
- Processes appeals in accordance with statutory time frames.
- Processes substitution of judges, judicial transfers and assignments.
- Collects and receipts funds to appropriate case and accounts into automated systems and manual files.
- Audits case files for accuracy.
- Complies with open records requests by conducting and verifying record searches and case reviews.
- Contacts appropriate state, county or local agency to resolve and clarify cases as needed.
- Provides information and assistance to case parties and general public regarding court policies and procedures.
- Provides information to law enforcement agencies with court orders, Judgment of Convictions, Temporary Restraining Orders/Injunctions, bonds, and warrants.
- Researches statutes, administrative codes, legislative bulletins, bond schedules, etc. to obtain correct site and information for entry and/or disposition of cases.
- Maintains confidentiality regarding records and operations.

- Communicates and partners with a diverse group of people such as District Attorney, Public Defenders, local Bar Association, Corporation Counsel, Sheriff, Jail Administrator, Child Support, Clerk of Courts and court personnel from other counties, local news and media.
- Performs other duties of a comparable level/type, as assigned.

### **Required Work Experienced/Essential Skills Required to Perform Position/Duties**

Essential knowledge and specialized subject knowledge required to perform the necessary functions of the job:

- Requires a minimum of two years previous experience in a legal type system/role including exposure to legal terminology, court procedures and processes or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Knowledge of or ability to learn fundamentals of the Clerk of Courts including its services, legal terminology, and general court rules and procedures.
- Knowledge of or ability to learn State Statutes, Court Rules and functions, and operating procedures as it relates to all case types.
- Basic fundamentals of record keeping and office administrative procedures.
- Knowledge of statutory time frames and deadlines in processing and monitoring of cases.
- Considerable attention to detail, precision, accuracy and timelines in performing duties and assigned tasks.
- Basic business skills, including math, balancing cash drawer, computer, various office equipment, and the ability to learn and manage specialized databases applications and court system software.

Skilled in:

- Excellence in oral and written communications.
- Establishing and maintaining effective working relationship with employees, supervisors, judges, attorneys, officials, department heads, and the public.
- Office etiquette, customer service with the ability to assist the general public in a pleasant and professional manner.
- Highly organized, efficient and skilled in prioritization of tasks and workload.
- Quick learner skilled in understanding, interpreting, applying and implementing court rules and procedures.
- Proofreading documents and records for correct grammar, vocabulary, and spelling.
- Applying office and county policies and procedures pertaining to confidentiality.

### **Physical and Environmental Demands/Hazards**

Environmental:

- Frequently work under distractions and time constraints.
- May be subject to irritable and argumentative court users.

Physical Demands/Hazards:

- Duties of the job are primarily office and administrative support in nature and performed in a secure office setting.

- Sitting and/or standing for extended periods of time, repetition in motion (typing/key board), reaching, stooping, kneeling and crouching.
- Minor lifting may be required.

This position description is intended to describe the general nature and level of work being performed by the person assigned to the job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the person so classified and may be subject to change by the County without notice.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date