

LINN COUNTY CLASSIFICATION

TITLE: SENIOR JUSTICE COURT CLERK

NUMBER: 039

PAY RANGE: 9

CATEGORY: SEIU

APPROVAL ORDER

NUMBER: 2008-468

DATE: December 3, 2008

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists the Justice Court Administrator (the "Court Administrator") in the management of court staff and offices. Assists in the preparation of reports, performs clerical duties and acts as assistant trial court clerk directing and controlling the activities of all parties involved in court proceedings. Assists Court Administrator in training court staff, assigning duties and monitoring the performance of clerical activities.

SUPERVISION RECEIVED: Works under the direction and control of the Justice of the Peace and general supervision of the Court Administrator. Using the court and office practices and procedures determined by the Justice of the Peace, develops and refines own work routines and carries out duties and responsibilities through to completion with minimum supervision.

SUPERVISION EXERCISED: Provides technical and functional oversight of court personnel. Assists the Court Administrator in development of office work schedules, duty assignments and vacation schedules. Provides training to and reports performance of subordinate personnel to Court Administrator and Justice of the Peace.

ESSENTIAL FUNCTIONS: A person employed in the classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist Court Administrator attain compliance with all statutory requirements related to court operations and all practices and procedures established by the Justice of the Peace
2. Assist the Court Administrator in the preparation of monthly statistical and financial reports and supervise the timely payment of and accounting for all monies handled or collected by the Justice Court. Assist Court Administrator in the management of court deposit accounts (bank accounts); bail, security deposits and refunds; and payments to witnesses and jurors.
3. Schedule court events and provide notice of court events or court decisions to parties, attorneys, witnesses and other persons entitled to notice of court events. Provide accurate information regarding court proceedings to parties and the public.
4. Prepare jury lists and summon jurors; prepare subpoenas and other court processes. Maintain court files and records.

5. Monitor compliance with court orders; supervise collections and judgment enforcement activities including, but not limited to, license suspensions, arrest warrants, contempt proceedings, garnishment and attachment proceedings. Provide oversight to the Justice Court's Violations Bureau and act as violations clerk.
6. Prepare courtroom for court sessions; locate and organize all files, citations, brief and other materials to be presented to the Court. Insure compliance with court procedures by court staff and parties and their representatives.
7. Assist the Court Administrator with dealing with vendors to timely provide goods and services necessary for the operation of the court and court offices, verifying vendor compliance or performance, and making timely payment for goods and services.
8. Assist the Court Administrator in the preparation of budget materials and the monitoring of expenditures to insure adherence to budget authority. Monitor monthly payroll reporting by court staff.
9. Coordinate and supervise clerical, financial and administrative processes in court offices and perform the same; oversee task training and performance by court staff.
10. Perform other court, administrative or clerical duties as assigned by the Justice of the Peace.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING/JOB REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable.)

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of and experience with office procedures and practices; knowledge of and demonstrable ability to use computer software, including spreadsheet and word processing software; knowledge of and demonstrable ability to use standard office machines (e.g., computer/typewriter keyboard, copier, adding machine); knowledge of and experience with accounting and bookkeeping procedures; advanced knowledge of court procedures (civil and criminal) and legal terminology; knowledge and ability to use standard English language skills (composition, spelling, grammar) and standard arithmetic.

Must have the ability to exercise responsibility for the administrative functions of a Justice Court office as directed by the Justice of the Peace including, but not limited to: planning, organizing and supervising performance of subordinates; must have the ability to exercise good judgment, courtesy and tact in public contacts and to maintain effective working relationships with other court employees and make effective liaison and work cooperatively with other departments or organizations.

Must have the ability to maintain confidentiality of information and to distinguish information that is public from that which is confidential. Must have the ability to perform all clerical and non-clerical tasks related to this position and the positions supervised and the ability to train other employees in such tasks.

EXPERIENCE, EDUCATION AND TRAINING: Must have an Associate in Business Administration degree from an accredited community college or junior college or five years equivalent experience, including at least two years court office or court related experience; or, and Oregon Association of Court Administration Professional Court Manager or Professional Court Leader Certificate or a Michigan State University Judicial Administration Certificate; or, any satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Must have no criminal convictions within the past fifteen (15) years and an acceptable credit history and must maintain these qualifications at all times. Must possess a valid Oregon Drivers License and have an acceptable driver record and must maintain these qualifications at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office and courtroom setting. However, office and courtroom facilities are located in separate buildings and/or in different communities and travel is a normal aspect of the work environment. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop, and the ability to lift, move and/or carry thirty (30) pounds; use hand(s) to finger, handle or operate office tools and controls or equipment; to reach with hands and arms and the ability to move quickly from place to place through gatherings of people while carrying job-related equipment or materials. Work involves direct contact with the public, including persons accused or convicted of criminal offenses (who may be in custody), which could cause exposure to communicable diseases.