PURPOSE OF THE CLASSIFICATION: Under general supervision performs work critical to the smooth and efficient operation of court proceedings and is responsible for the recording of court proceedings, assisting judge with docket management, and addressing citizen inquiries pertaining to the Court; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Accurately transcribe and document all court proceedings, ensuring the integrity and confidentiality of records
- Prepare and generate the final version of multiple daily dockets
- Assist the judge with managing courtroom calendar, including scheduling hearings, trials, and other court-related activities
- Ensure all parties are informed of their court dates and any changes thereto
- Update and maintain information in the court case management system
- Respond to inquiries from citizens regarding court proceedings, scheduling, and related concerns
- Refer complex inquiries or disputes to the judge or appropriate personnel
- Assist with the organization of court files, ensuring easy accessibility and retrieval
- Assist with directing the public to appropriate court programs, resources, facilities, and outside agencies
- Enters initial warrant information into Record Management System for judge's review and signature
- Expunge records in a timely manner by collecting all court documents and electronic information for judge's review
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

      (a) Graduation from high school or possession of a General Educational Development Certificate; **and,**
      (b) Three (3) years of experience relevant to the essential tasks listed in this job description **or** other administrative positions
      (c) Previous experience in a clerical or administrative position within a court system *preferred*

Knowledge, Abilities and Skills:

Knowledge of:
- Considerable knowledge in legal processes within the court system pertaining to case management and administration
- Good knowledge of other sections of the court system to ensure proper interface in managing records relevant to court dockets, expungements and appeals

Ability to:
- Work independently with many distractions and interruptions
- Accurately document case activity and ensure accurate information regarding disposition of cases
- Work under pressure
- Multi-task
- Ability and willingness to maintain confidentiality

- Respond effectively to inquiries regarding disposition or other information about cases from individuals conducting business with the court and public
- Organize, compile and record information accurately
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:
- Demonstrated skill in operating a personal computer
- Microsoft Office software
- Ten-key

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 25 pounds; subject to sitting for long periods, standing, bending, stooping, reaching, kneeling, climbing, walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may be required to work overtime.

EEO Code: N-06
Group: Clerical and Administrative
Series: Clerical and Administrative