



JOB DESCRIPTION

JOB TITLE:	District Court Clerk I, II, Senior	FLSA:	Non-Exempt
DEPARTMENT:	District Court	GRADE:	A3 – A5
REPORTS TO:	Court Administrator	DATE:	11/16/2024

SUMMARY OF JOB PURPOSE:

Responsible for providing specialized, legal office support to ensure that the all case files, documentation and participants are organized and available for efficient and effective courtroom operations; acts as liaison between the court and proceeding participants, maintains records of court proceedings and follows-up as required.

Classifications (District Court Clerk I, II, and Senior) must be able to perform the essential functions below. The differences between classifications are the level of mastery of the essential functions, the degree of supervision required when performing these functions, and the amount of lead direction provided to others.

Court Clerk I: Entry-Level Class: The employee works under moderate supervision, performing essential functions at an adequate level. They possess a satisfactory understanding of court policies, practices, and procedures and apply basic skills to carry out their responsibilities. They exercise some independent discretion within established parameters, ensuring accuracy and compliance with standard operating procedures.

Court Clerk II: Proficient-Level Class: The employee works with minimal supervision, demonstrating proficiency in essential functions. They possess a thorough understanding of court policies, practices, and procedures, enabling efficient and reliable task execution. The employee exercises considerable discretion, often serves as a resource for less experienced staff, and may lead projects or provide guidance on procedural matters. They are expected to resolve more complex issues independently and efficiently.

Senior Court Clerk: Advanced/Leadership-Level Class: The employee operates with little or no supervision, having mastered all essential functions and responsibilities. With extensive knowledge of court policies, practices, and procedures, they perform at a high level of expertise and provide consistent, reliable oversight and guidance to the Court Clerk team. The Senior Court Clerk may act as a supervisor, lead trainer, or project manager, responsible for implementing best practices, managing complex cases or tasks, and ensuring team adherence to court standards and goals.



DISTRICT COURT CLERK I, II, Senior

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides information and technical guidance to the public, external agencies, and other county departments on court procedures, official information, resources, and the use and completion of various forms and documents. Facilitates access to public records upon request, including record searches and copies.
- Schedules hearings and maintains court calendars; notifies affected parties of court appearances, issues bench warrants and arrest warrants as directed by the court, and requests necessary documents and information from other agencies. Ensures that all files, documents, evidence, and other materials are organized and available prior to court sessions.
- Gathers information from documents and contracts from other county departments and external agencies; enters and retrieves data from automated systems; prepares periodic or special reports and creates various data formats, reports, spreadsheets, and databases. Manages notices and correspondence related to orders to appear, subpoenas, court orders, and affidavits.
- Takes and transcribes minutes of court proceedings; operates audio and video equipment; administers oaths to witnesses and jury members. Maintains the potential jury list, organizes jury questionnaires, summons trial jurors, and administers jury payroll.
- Maintains the chain of evidence, ensures the security of all files and documents, and organizes, maintains, and purges records as needed. Assigns case numbers, organizes case files, receives returns on search warrants, and maintains accurate records and files.
- Receives and records payments to the court, arranges payment schedules as directed, distributes collected fees, reconciles cash with records, and makes deposits. Provides data entry for traffic tickets, letters, and other records as required.
- Composes a variety of correspondence and other written materials based on instructions or brief notes. Types or word processes documents, proofreads for accuracy and completeness, and ensures compliance with departmental policies and regulations.
- Performs various administrative support duties as required to assist with court operations and other related tasks.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



DISTRICT COURT CLERK I, II, Senior

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

District Court Clerk I: High School diploma/GED; AND one (1) year of court services or legal administrative support experience; OR an equivalent combination of education, training and experience.

District Court Clerk II: High School diploma/GED; AND two (2) years of court services or legal administrative support experience; OR an equivalent combination of education, training and experience.

Senior District Court Clerk: High School diploma/GED; AND four (4) years of court services or legal administrative support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Policies, procedures, rules and regulations related to the court.
- Legal and court terminology.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Accepting monies and making accurate arithmetic calculations.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Performing court administrative support duties..
- Organizing court activities and recording court proceedings accurately.
- Interpreting, applying and explaining applicable codes and regulations.
- Using applicable office terminology, forms, documents and procedures in the course of the work.
- Maintaining accurate case and office records and files.
- Composing correspondence independently or from brief instructions.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



DISTRICT COURT CLERK I, II, Senior

Skill in (continued):

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.