



LEMHI COUNTY

Class Title: Deputy Records / Court Clerk

FLSA Designation:

Pay Grade: 3

Purpose Of Class/Primary Function

The primary function of this position is to archive and maintain court documents. Duties will include but are not limited to electronically scanning court files, maintaining, and organizing electronic and paper files, answering telephone and electronic requests for records. You will also learn the basics of the Idaho court system and assist in court proceedings where needed. The work is performed under the direct supervision of the court supervisor and the administrative supervision of the County Clerk with considerable latitude allowed for independent judgment and initiative, within established guidelines and legal procedures. The principal duties of this class are performed in a general office and courtroom environment. Some duties will be performed at the Brooklyn Annex archives.

Essential Duties and Responsibilities (will vary by assignment)

- Scans, maintains, and organizes court documents;
- Provides public assistance in person and on the phone;
- Accepts court payments;
- Assists the public with questions;
- Performs data entry;
- Maintains strict confidentiality in all cases;
- May fill in at the Clerk's Office if needed.

Other Duties and Responsibilities

- Copies data disks;
- Performs other related duties as required.

Expectations for All Employees

- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions;
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation;
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Performs exceptional customer service, answers correspondence and responds to telephone calls and e-mails in a courteous and timely manner; prepares and generates reports as needed;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works cooperatively with all County departments and fills in or cross-trains with other positions as necessary;

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Competency Requirements

Knowledge of:

- Customer service procedures, techniques, and objectives;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Maintain a professional demeanor during stressful situations/proceedings;
- Work independently;
- Prepare, review, and maintain electronic and paper files, records, reports, databases, and correspondence, determining content and follow-up, if required;
- Prepare court and legal documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Organize and prioritize documents, files, and charges;
- Communicate information and ideas in speaking and writing so others will understand;
- Listen to and understand information and ideas presented through spoken words and sentences;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Read, interpret, and apply laws, resolutions, ordinances, codes, and contracts;
- Develop and maintain working relationships with federal, state, and local public and private representatives and organizations and other County employees;
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
- Plan and organize work independently;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Maintain individual and Court confidentiality.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, and
- Two (2) years administrative/clerical work experience, preferably in a court or legal setting; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, record and transcribe minutes and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review paperwork and establish case files with appropriate documentation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other related office machines;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, and perform repetitive motions with hand/wrist/arm movements.