



Class Title: Deputy Court Clerk

Pay Grade: 5

FLSA Designation: Covered

Established: 2-09

Revised: 8-22

Class Summary/Primary Function

This position performs legal, administrative, secretarial, and clerical duties to expedite and maintain proper processes, procedures and protocol on civil and criminal proceedings brought before the District Court. Primary responsibilities include opening new cases, accepting and receipting fees and payments, scheduling, calendaring, clerking of court hearings, preparing legal documents and court and judicial orders. The work is performed under the supervision of the Court Supervisor with some 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 environment.

Essential Duties and Responsibilities (will vary by assignment)

- Opens, prepares, and distributes files of scheduled cases and related legal documents to judges, attorneys, Sheriff's office, court personnel and other appropriate persons;
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, court hearings, outstanding warrants, summonses, subpoenas, fees and payment of fines.
- Accepts, receipts, and tracks in Odyssey all fees and fine payments;
- Review daily reports generated by Odyssey including, Idaho Citation Counts, Idaho ECitation Rejects, Efiling Status Report, Payment Tech Reports, Deposit and Disbursement Report, Receipt Journal Report, Tax Intercept Report, and Event Review. Take any steps necessary in order to ensure accuracy with cases.
- Manage tills and deposits in Odyssey. Including daily intake till, Efile Till, Epayment till, Tax Intercept Till, Collection Till and Adjustment Till. Cross reference electronic tills with Payment Tech website, ensuring the two match. Reconcile each till daily. Deposit and export each till daily.
- Enters case information and citations into Odyssey;
- Manage all electronic queues in Odyssey, including civil, criminal, juvenile, court reporter and trial court administrator queues as well as queues for 15 judges and 3 priority judge queues. Review these queues and distribute signed documents to all relevant parties in addition to inputting all relevant information into each individual case.
- Login to File and Serve, review documents for compliance with all rules prior to accepting filing. Validate the accuracy of all documents, ensure proper fees have been paid for proposed filings, accept or reject filings, communicate with attorneys' offices with any concerns related to filings.
- Review and implement weekly education updates from the Supreme Court, including ensuring the use of all mandatory forms and their correctness, keeping up-to-date on new legislation and participating in webinars.

- Schedules hearings; arranges conference arraignments;
- Assist Pro Se litigants with using “Guide and File” so they are able to file their documents electronically.
- Schedules Telephonic and Video arraignments, coordinates these with Judge, Public Defenders Office, Prosecutors Office, Probations officers and Jails
- Meets quarterly with judges, lawyers, prosecutor’s office, public defender’s office, probation officers, deputies and social agency officials in order to coordinate the functions of the court.
- Prepare Transport Orders for Inmates to appear at future hearings, coordinate with the various jails and sheriff’s office.
- Respond to record requests from attorneys, various state entities as well as the general public. Research and find case number, make copies of requested documents, inform of proper costs and distribute. Prepare schedule for criminal law and motion days. Including preparing and printing all documents defendants need to fill out before their hearing, ensuring all hearings that are on the calendar are supposed to be scheduled for that day, forward any documents to the judge that will continue or vacate hearings.
- Work with Trial Court Administrators office to review and set up all out of county probations and get probation fees established
- Maintains and updates Jury system;
- Administers oaths and affirmations;
- Prepares courtroom for proceedings to assure availability of supplies and proper case files and necessary documents are available to the judge;
- Monitors recording equipment to assure record of court proceedings;
- Takes minutes during court hearings;
- Organizes and maintains exhibits during jury and court trials following Department policy and procedures;
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- Create in Odyssey all judge ordered filings for the judge’s approval and signature utilizing the correct State mandated form (of which there are hundreds).
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- Utilize “For the Record” recording software to burn CD’s for attorneys, court reporters, various state entities and the general public when requested.
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- Disburses copies to appropriate agencies of the court to assure timely processing of hearing dispositions
- Review and process payments relating to mental health commitments
- Responds to citizens’ questions and comments in a courteous and timely manner;
- 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 all work duties and activities in accordance with County and Court policies, procedures and safety practices.

Other Duties and Responsibilities

- Design and prepare Court forms;
- Works in all areas of the Court office;
- May interpret/translate English/Spanish if employee is bilingual;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

Odyssey Case Manager - requiring 80 hours initial training and 30 hours ongoing annual training

- Court and related judicial system operations, legal processes, procedures, methods, legal terminology, and policies;
- Applicable federal, state, and local Court statutes, codes, and ethical standards;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- Transcription and preparation of court and legal documents, findings, orders, correspondence, and related documents;
- English grammar, spelling, punctuation, and composition;
- Basic bookkeeping and accounting practices and procedures;
- Current office practices and procedures.

Ability to:

- Perform the duties of an in-court clerk, including maintaining a professional demeanor during emotional and/or stressful proceedings;
- Work independently;
- Think critically;
- Schedule and maintain court schedules and calendars;
- Prepare, review, and maintain 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;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with judges, the public, supervisory personnel, attorneys, court personnel, local elected officials, and other County employees under frequently stressful conditions;
- Maintain a professional demeanor;
- Perform basic bookkeeping and accounting functions;
- Communicate clearly and concisely, orally and in writing;
- Respond to citizen requests in a courteous and effective manner;
- 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 project priorities;
- Maintain individual and Court confidentiality.

Acceptable Experience and Training

- High school diploma or GED; and

- One (1) year clerical or secretarial experience, preferably in a legal setting; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.