



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Court Assistant - Clerical

FLSA: NE

SERVICE: Judicial

REVISED: 6/1/05

Summary: Under limited supervision, performs support work of moderate difficulty in the operation of the Superior Court; performs related duties as required or assigned. This position encompasses three primary functions: 1) Bailiff, 2) Law Librarian and 3) Clerical Support; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

Clerical:

- Writes, types or enters information into computer.
- Prepares correspondence, receipts, or other documents.
- Copies information from one record to another.
- Proofreads records or forms; certifies true copies of document.
- Issues and accepts documents and forms.
- Accepts and verifies records and documents; check for clerical accuracy and completion; processes for further action.
- Issues court process and/or paperwork.
- Prepares juror lists and performs related work relative to juror questionnaires, summonses, appearances and payments.
- Reschedules, excuses or defers jurors.
- Searches files records or other data services as needed.
- Files court documents and retrieves file folders for use.
- Schedules all motions for ruling by judge according to statutes and rules within time standards.
- Reads incoming correspondence and gathers data to formulate reply.
- Accepts and reviews case documents to determine correct venue/jurisdiction; opens new cases.
- Sorts and files records.
- Photocopies documents.
- Answers telephone, takes and conveys messages.

Knowledge and Skills:

- Knowledge of courtroom practice and procedures.
- Knowledge of general office practices and procedures.
- Knowledge of legal terminology and business English, spelling, punctuation and grammar.
- Knowledge of data entry and verification procedures.
- Skill in operating computer and other office equipment and machines
- Skill in typing/data entry quickly and accurately.
- Skill in courtroom research and verification procedures.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND three years responsible general office work; AND valid driver's license.