



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Court Clerk Supervisor

FLSA: NE

SERVICE: Judicial

REVISED: 6/1/05

Summary: Under limited supervision, performs work of moderate difficulty in supervision of the recording and procession of court proceedings, acts as systems administrator, resolves technical issues to maintain system integrity; 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.)*

- Supervises and trains staff.
- Schedules work and personnel to accomplish the work of the courts.
- Accepts and reviews case documents to determine correct venue and jurisdiction; opens new cases.
- Reviews policies and procedures and recommends changes.
- Performs duties of a court clerk as needed.
- Develops and recommends solutions to resolve software inconsistencies.
- Compiles statistical information to ensure proper staffing and compliance to grant requirements.
- Prepares statistical and administrative reports on a regular basis from database regarding cases, filings, rulings, and felons.
- Ensures that various court reports and information are entered and distributed properly.
- Certifies true copies of documents.
- Interviews and tests prospective court clerk applicants for employment.
- Answers phone calls; arranges conference calls for attorneys and judges.
- Researches information on the computer such as appropriate forms necessary to execute legal proceedings; docket events into computer using codes.
- Communicates with attorneys, other courts and Judges, law enforcement agencies and the public.

Knowledge and Skills:

- Knowledge of statutes, rules, administrative orders, operational policies and Federal rules and requirements.
- Knowledge of court procedures.
- Knowledge of automated court systems.
- Knowledge of proper business English, grammar, spelling and legal terminology.
- Knowledge of statutory requirements.
- Knowledge of principles and practices of supervision.

- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or GED; AND five years progressive experience as a court clerk; supervisory experience preferred; AND completed computer support training and have a thorough knowledge of court software; AND demonstrate a minimum typing speed of sixty (60) WPM and take oral dictation at seventy (70) WPM; AND have no felony convictions and pass a state and federal background check.