

LANCASTER COUNTY COURT SERVICES COORDINATOR

NATURE OF WORK

This is responsible and complex work, which includes critical thinking, and coordinating and monitoring designated workflow for the Lancaster County District Court and Juvenile Court activities. This position supports the work of District and Juvenile Court Judges, Attorneys, Law Enforcement as well as carrying out the statutory duties of the Lancaster County Clerk of the District Court.

Work involves processing and coordinating legal documents, forms and reports for a judge's review/signature and providing office resource information to employees, the legal community and the public. Work further involves entering, revising and maintaining paper and electronic files (using the Nebraska Supreme Court record keeping database, JUSTICE); creating spreadsheets to evaluate and track court records; preparing and mailing attorney correspondence; and providing backup support to office personnel when necessary. Supervision is provided by an administrative superior.

EXAMPLES OF WORK PERFORMED

Analyze and review judges' notes, investigate and verify recorded information, resolve discrepancies with judges and court staff, review JUSTICE reports and monitor record processing to ensure consistent workflow and accuracy of court records.

Communicate with attorneys, judges and departmental staff regarding court schedules, files and documentation.

Analyze legal and other documents; enter the required information derived from the documents on JUSTICE; and initiate necessary attorneys or other correspondence.

Process District and Juvenile Court appeals to the Nebraska Court of Appeals and Supreme Court; send In Forma Pauperis (indigent party) appeal paperwork to the assigned judge for his/her evaluation/decision, and process it for the Court of Appeals/Supreme Court.

Process appeals which includes: creating and sending the Certificate of Appeal to the court of Appeals/Supreme Court; preparing Transcripts and Supplemental Transcripts (pleadings of the case); and sending them electronically to the court of Appeals/Supreme Court in the required timeline; creating and recording all appeal activity on the Appeal Spreadsheet; notifying Adult Probation and preparing a statement of costs for the appealing parties/attorneys.

Notify parties/attorneys of the filing of the Bill of Exceptions (transcript of the District Court proceedings along with the exhibits).

Process mandates and opinions from the Court of Appeals/Supreme Court.

Recognize and follow changes in federal and state laws, and rules and regulations, and apply them to the Clerk's responsibilities and duties.

Carry out independently special work projects assigned by the Clerk.

Compile case data and generate routine reports; process, revise and maintain paper and electronic files; and prepare and post attorney correspondence related to case timelines.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern office practices and procedures.

Knowledge of legal terminology, documents, forms, and routine correspondence.

Knowledge of the legal process, court proceedings and judicial systems.

Ability to organize and maintain paper and electronic legal records and files to prepare reports from such records.

Ability to adapt to advancements in technology.

Ability to establish and maintain effective working relationships with co-workers, attorneys, court personnel and the public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Associates degree in business or paralegal discipline or equivalent plus two years of experience legal work or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.