

## LANCASTER COUNTY COURT SERVICES SUPERVISOR

### NATURE OF WORK

This is responsible and complex supervisory work which involves, overseeing, documenting, processing, recording and maintaining Lancaster County District and Juvenile Court records. This position supports the work of District and Juvenile Court Judges, Attorneys, Law Enforcement as well as carrying out the statutory duties of the Clerk of the District Court.

Work involves supervising and training subordinate staff in the individual processing of cases, pleadings and judicial actions; reviewing the work of subordinates to ensure that each case and pleading have been fully processed and each item distributed to the employee responsible for the next step in the process; fielding questions from attorneys and the public; meeting with judges to dispose of inactive cases; coordinating the County Mental Health Board meetings; selecting jurors for duty; contacting other courts and agencies; tabulating court costs; balancing daily child support receipts; acting as the Clerk of District Court in the absence of the Clerk of District Court and the Chief Deputy Clerk of District Court. Supervision is exercised over subordinate clerical employees in the Court Services Division. Supervision is received from the Clerk of District Court.

### EXAMPLES OF WORK PERFORMED

Plan and supervise the work of subordinates; coordinate employee work assignments to ensure staff coverage; determine the need for and provide employee training; evaluate employee performance; fill in for absent employees as necessary; review the work of subordinate employees to ensure all cases and pleadings have been properly processed.

Analyze, follow and apply federal and state laws, rules and regulations relating to the Clerk's responsibilities and duties; review any legislative changes; update the instructional and procedural manuals and forms due to said legislative changes; update employees with the legislative changes pertaining to the Clerk's statutory duties.

Review and monitor Nebraska Court Administrator Office reports and take action as needed.

Manage and maintain confidential and sealed paper and electronic documents/case files.

Instruct, assist and coordinate with other city/county agencies/departments, courts and state and federal agencies with regard to documenting, retrieving and processing court records.

Manage and record board hearings and appeals; coordinate and account for all payments associated with board members, consultants, witnesses and interpreters.

Assist attorneys, paralegals, the staff of the State Court Administrator's Office, public officials, other government agencies, and the public with questions regarding cases: cases; procedures; garnishments and jury duty; and other inquiries relating to court matters.

Coordinate the County Mental Health Board hearings including scheduling the hearings, arranging

for all necessary persons to be in attendance and notifying all interested parties; gather information and files for the Board's review; record the hearings and document all actions taken by the Mental Health Board on the electronic docket sheet.

Summon prospective jurors for duty; administer the oath to selected jurors; maintain records of juror status (excused, no-service, delayed); read verdicts.

Act as the Clerk of District Court in the absence of the Clerk or Chief Deputy Clerk of District Court.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of court records, legal documents and administrative procedures required within the state judicial system.

Considerable knowledge of the Nebraska Supreme Court's record keeping database system (JUSTICE).

Knowledge of office management and procedures as well as records information and database/electronic management related to judicial and court records.

Ability to train, supervise and evaluate employees engaged in the processing of documents/records in the court system.

Ability to read, understand, and apply applicable laws related to the Clerk's work processes.

Ability to establish and maintain effective working relationships with judges, court staff, attorneys, county and city officials, employees and the public.

Ability to communicate effectively both orally and in writing.

Skill in the operation of office equipment.

#### MINIMUM QUALIFICATIONS

Associates degree in business or paralegal discipline or equivalent plus two years of experience in legal related work and six months of experience in a supervisory capacity or any equivalent combination of training and experience that provides the desired knowledge, abilities and skills.