

LANCASTER COUNTY COURT SERVICES CLERK

NATURE OF WORK

This is responsible clerical work preparing and processing court documents and maintaining court records.

Work involves entering court case information into the JUSTICE database system, providing counter and telephone assistance to the public, litigants, and attorneys, and composing, compiling, and distributing required correspondence or requested documents to appropriate parties, processing juror qualification forms and summoning jurors for duty, and coordinating Mental Health Board hearings. Work also involves conducting information searches in databases and case files, and assessing, collecting and receipting court fees or bond monies. General supervision is provided by an administrative superior with work reviewed in the form of record accuracy and compliance with departmental policies and procedures.

EXAMPLES OF WORK PERFORMED

Provide counter and telephone reception; answer questions regarding court decrees, court costs due and necessary subsequent actions; provide copies of court documentation; assess and collect court fees, costs, payments, and issue receipts.

Create new electronic or paper court case files; file and process all court pleadings and other indicated documents, including supplemental petitions and transfer cases; enter court decision information from court files into JUSTICE and CARATS database systems; certify orders, copy, and distribute to appropriate parties; conduct information searches within court files and databases; retrieve files from storage and reopen a case, do research, or provide requested information.

Complete notification correspondence and communications for all judgments; compile and distribute requested/required documents to litigants, judges, attorneys, law enforcement officials and community agencies; certify incoming documents; fill out State and Federal reports regarding vital statistics; complete work status reports as requested.

Send in *In Forma Pauperis* (indigent party) paperwork, motions with proposed orders, and Protection Order pleadings to the assigned judge for his/her evaluation/decision, and upon their return, process them as required. Interpret and process *Pro Se* (those who self-represent) documents as required.

Summon prospective jurors for duty; maintain records of juror status (excused, no service, deferred); notify jurors of date, time, and location to report; build jury packets.

Coordinate the Mental Health Board hearings; gather information and files for the Board's review; record the hearings; communicate with the Lancaster County Attorney, Public Defender, and/or private attorney or others, and document all actions taken by the Mental Health Board; send notice to the designated state agencies, health care providers, or others as required by statute.

Perform various clerical tasks including proofreading documents, photocopying, scanning, sorting, and filing documents into filing system; pull files from filing system and place in order of docket appearance; compose and mail routine correspondence; sort and distribute mail .

Recognize and follow federal and state laws, Supreme Court and local court rules and regulations, any changes to them, and apply them in carrying out the Clerk's responsibilities and duties.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern office equipment, practices and procedures.

Some knowledge of the legal process, court proceedings and judicial systems.

Some knowledge of legal terminology, documents, forms, and routine correspondence.

Ability to adapt to advancements in technology.

Ability to organize and maintain paper and electronic legal records and case files.

Ability to prepare, create, and/or process legal forms, documents, reports, and correspondence per state statutes, Nebraska Supreme Court Rules and those of other designated state agencies.

Ability to communicate effectively both orally and in writing.

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

Ability to organize tasks and establish work priorities.

Ability to access and maintain extensive filing systems.

Skill in the operation of common office equipment including computer, fax machine, calculator, copier, multi-line phone, and related equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with six months of experience working in a clerical environment or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.