

LANCASTER COUNTY COURT SERVICES COORDINATOR

NATURE OF WORK

This is responsible and complex work, which includes critical thinking, and coordinating 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 legal documents, forms and reports for filing 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 accuracy of court records.

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.

Process District and Juvenile Court appeals to the Nebraska Court of Appeals and Supreme Court 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; and preparing a statement of costs for the appealing parties/attorneys.

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

Create and develop training materials and schedules for departmental personnel.

Process and/or accept documents filed either in paper or electronically.

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.

Advise office personnel, the legal community and the public of office procedures and protocols as needed; respond to routine complaints; and initiate corrective action when operational problems arise.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern office practices and procedures.

Knowledge of civil and criminal case progression and terminology.

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

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 in legal work or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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