

# **LEGAL RECORDS CLERK**

**POSITION PURPOSE:** PROVIDES CLERICAL ASSISTANCE TO THE DISTRICT ATTORNEY'S OFFICE

**POSITION IN ORGANIZATION:** REPORTS TO SUPPORT SERVICES SUPERVISOR

## **MAJOR DUTIES**

1. Prepares, processes, and disburses appropriate materials for discovery demands and motions.
2. Handles accounting related to discovery material for defense attorneys.
3. Oversees and trains college interns on office procedures, motions for discovery and explanation of the court system.
4. Prepares and collects case files for daily court calendars in a timely fashion.
5. Delivers and receives all incoming and outgoing mail on a daily basis.
6. Files all confidential documents with Clerk of Courts and the Circuit Courts.
7. Assists office staff with various clerical duties.
8. Maintains multiple years worth of cases in proper order and in accordance with the statutory requirements.

9. Oversees and assumes responsibility for boxing, moving, and lifting heavy case file boxes of previous year(s).
10. Files all Judgment of Convictions in appropriate files.
11. Files case related paperwork in appropriate case files located in storage.
12. Maintains, cleans, and arranges two storage facilities in order to locate old cases in a timely manner for court hearings. This includes lifting large legal boxes weighing in excess of 30+ pounds.
13. Performs related duties as assigned.
14. Performs other clerical duties as assigned.

### **Principle Accountabilities**

1. Ensures that all Motion material is completed and filed in a timely fashion.
2. Ensures that files are organized for any and all court hearings.
3. Ensures that files are properly stored when completed for locating at a subsequent date.
4. Ensures that storage facilities are organized and clean.
5. Ensures that documents are filed timely and correctly, and that the mail is retrieved daily in a timely fashion.