

JOB POSTING

POSITION: SMALL CLAIMS CLERK

DEPARTMENT: CLERK OF COURTS

POSITION PURPOSE: PROVIDES CLERICAL ASSISTANCE TO PUBLIC AND ACTS AS A SCHEDULING CLERK AND COURT CLERK FOR SMALL CLAIMS COURT COMMISSIONERS

POSITION IN ORGANIZATION: REPORTS TO CLERK OF COURTS.

MAJOR DUTIES:

1. Provides procedural information to individuals over the telephone and at the counter regarding small claims actions and/or garnishments.
2. Provides assistance to individuals filling out necessary forms in small claims actions and small claims garnishments.
3. Receipts, mails, schedules and files new actions for court on the CCAP System.
4. Enters judgments, dockets and mails judgment notices.
5. Prepares post judgment documents, reschedules cases and sends notices regarding court activities.
6. Prepares court cases for initial appearances and ensures that all correspondence is properly associated with each file.
7. Calls cases at initial court appearances and documents disposition of cases. Reschedules and disposes of cases as ordered by the court.
8. Clerks contested Small Claims Hearings with Court Commissioner by taking minutes, marking exhibits and documenting final dispositions. Enters disposition of cases following appeal time.
9. Performs other related duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Ensures that all cases are processed through the proper channels.
2. Ensures all documents are accurately recorded on the CCAP System.
3. Ensures that information from court is documented.
4. Ensures that clerical assistance is provided as needed.

GENERAL QUALIFICATIONS:

1. Thorough knowledge of office terminology, practices, procedures and equipment.
2. Ability to type accurately at a rate of 35 wpm using a computer terminal.
3. Ability to take minutes in court at a reasonable rate of speed.
4. Ability to file and record information properly and consistently.
5. Ability to operate various office copy machines and equipment.
6. Ability to handle money and work accurately with figures.
7. Ability to process volumes of paperwork in a timely fashion.
8. Ability to deal effectively and cordially with the general public.
9. Ability to establish and maintain effective working relationships with fellow employees.
10. Good oral and written communication skills.
11. High school or its equivalency required plus related experience preferred.

PHYSICAL QUALIFICATIONS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.