



Justice Court Clerk

Non-Exempt

Level: 11

JOB SUMMARY

- Under supervision of the Justice of the Peace performs variety of tasks involving the application of specialized knowledge of procedures, records, and regulations in the Justice of the Peace Office. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

- Assist with complex court related transactions and documentation
- Reconciling, analyzing, and adjusting ledgers and journals
- Authorizes payments
- Ensures accurate documentation and recordkeeping
- Research problems and answers questions regarding procedures of documentation and accounting
- Operates computer terminal and performs extensive computer data entry
- Perform other related duties as required

MINIMUM QUALIFICATIONS

- Any combination of education, training, and experience equivalent to graduation from high school and two years general clerical experience

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard office practices and procedures.
- Accurate English grammar and spelling
- Strong knowledge of Windows based applications; Word, Excel, and PowerPoint.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to cross train in other positions as necessary
- Considerable skill in operation of data processing terminals; research and verification of information
- Ability to communicate clearly and concisely complex issues with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions

and communicate effectively on a telephone, in normal range of conversation or in a group.

- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.