

CLASS TITLE: MINUTE CLERK

PURPOSE OF THE CLASSIFICATION: Under general supervision manages the flow of cases through the Municipal Court and documents the disposition of all cases and other related assigned duties.

ESSENTIAL TASKS:

- Manages the flow of cases through the Municipal Court, taking minutes and recording dispositions
- Enters minutes into JURIS system and returns court documents to appropriate section, ensuring timely and accurate court records
- Prepares and generates the final version of multiple trial dockets daily, utilizing documents from Court Records, Warrants and/or Booking Sections
- Prepares docket for juvenile night court and enters records as scheduled
- Adjusts dockets due to custody changes and add-ons, requiring collection of documents not previously anticipated
- Responds to inquiries regarding case status from court staff, attorneys, public defenders, prosecutors and the public prior to minutes being entered into JURIS system
- Expunges records in a timely manner, collecting all court documents and electronic information for judges' review
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of clerical experience, previous experience in a clerical or administrative position within a court system preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge in legal processes within the court system pertaining to case management and administration; good knowledge of other sections of the court system to ensure proper interface in managing records relevant to court dockets, expunges, appeals; and good knowledge of City and Department Policies and Procedures. Ability to work independently with many distractions and interruptions; ability to accurately document case activity and ensure accurate information regarding disposition of cases; ability to work under pressure; ability and willingness to maintain confidentiality; ability to respond effectively to telephone calls regarding disposition or other information about cases from individuals conducting business with the court/public; ability to organize, compile and record information accurately; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Must demonstrate skill in operating a personal computer, word processor and other office equipment.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and office machines; and may be required to work overtime.

Class Code: 6535

EEO Code: N-06

Pay Code: OT-17

Group: Clerical and Administrative

Series: Clerical and Secretarial

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Effective Date: May 8, 2003