



COUNTY OF NYE

CLASS TITLE: **JUSTICE COURT ASSISTANT**

BASIC FUNCTION:

Under general supervision, to perform a variety of general clerical and file coordination work; to provide reception and data entry support; and to provide general information and assistance to staff and the public.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Perform a wide variety of general clerical work including filing, maintaining files and records, verifying accuracy of information, and recording information; prepare files daily for court proceedings; review files for completeness; print docket sheets.
2. Serve as receptionist and provide information and forms to staff and the public; collect and process appropriate information.
3. Accept subpoenas and certificates of service received from the District Attorney's office.
4. Receive and prepare voucher forms for witness fees.
5. Prepare and transfer closed court files to archive storage area.
6. Process requests for prior convictions; research and copy appropriate documents; prepare for certification and deliver to appropriate staff for certification.
7. Perform a variety of routine bookkeeping duties including simple posting of prepared data and verification of data entered.
8. Compile information and data for reports; check and tabulate data.
9. Type, proofread and word process a variety of documents including general correspondence, agendas, and reports.
10. Assist in the development of Court forms, worksheets, and record keeping systems.
11. Open, review, sort, date stamp, and distribute office mail.
12. Monitor special projects, assignments, and activities for the Court.
13. Operate modern office machines and equipment including word processor, printer, shredder, copier, calculator, and FAX machine; routinely use a full range of word processing and spreadsheet computer software applications.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High school diploma or equivalent and one year of clerical experience.

KNOWLEDGE OF:

Standard and modern office procedures, methods and computer equipment; English usage, spelling, vocabulary, grammar and punctuation; principles and procedures of record keeping; basic word processing methods, techniques and programs; basic mathematical principles; numerical, alphabetical, and subject matter filing systems; Principles and practices used in dealing with the public; safe driving principles and practices.

SKILL IN:

Operate modern office equipment including computer equipment and software including Word, Excel, and Outlook; type at a speed of 45 words per minute and enter data at a speed necessary for successful job performance; operate a motor vehicle safely.

ABILITY TO:

Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and Court policies and procedures; learn Court case management system; learn the procedures and functions of assigned position; work under supervision within a well-defined framework of standard policies and procedures; perform general clerical work including maintaining appropriate files and compiling information for reports; respond to routine questions from the public regarding Court policies and procedures; perform mathematical computations quickly and accurately; plan and organize work to meet schedules and timelines; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

LICENSES:

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Exercises no supervision.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.