



## COUNTY OF NYE

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### **CLASS TITLE: Justice Court Data Entry Clerk**

Provides a variety of routine to difficult legal office support to the courts and various County offices, which is often confidential and may include receptionist duties, document processing, typing, word processing, computer entry, record keeping and filing.

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

1. Reads and processes various legal documents such as court calendars, court orders, booking slips, probation reports, criminal records, petitions, proofs of service, garnishments, arrest warrants and other legal information for maintaining records.
2. Verifies, codes, edits, enters and retrieves legal data and prepares reports using a computer system following established formats; may access confidential statewide data files.
3. Reviews legal or court documents, arrest or incident records, probation reports, files and cases to identify inaccurate, inconsistent and unclear codes, data and other information; notifies appropriate staff and may participate in resolving problem situations.
4. Checks court and legal documents for proper authorization and obtains missing signatures; refers documents to the proper staff.
5. Performs court clerk duties in small claims court including swearing in parties and witnesses, recording the judgments, typing the minutes and assisting the Judge.
6. Compiles data from multiple sources to complete and process legal forms, documents and reports in accordance with established procedures.
7. Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions; may enter and retrieve information from a computer system.
8. Receives and processes fees, fines or other monies; prepares receipts and balances money received.
9. Processes past due notices and collection of delinquent accounts in compliance with recognized professional standards, established court procedures state/federal law.
10. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active

member of a work team.

11. May perform general office support activities such as opening and distributing mail, processing outgoing mail, receiving and processing fees, fines or other monies, and ordering office supplies.

**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 (1) year of general clerical experience. Experience in a legal setting preferred. Certain positions may require net typing speed of 45 wpm.

**Knowledge of:**

The use of specified computer applications involving word processing, data entry and/or standard report generation; Business arithmetic; Standard office practices and procedures, including filing and the operation of standard office equipment; Business letter writing and the standard format for typed materials; Accepting monies and making accurate arithmetic calculations; Record keeping principles and practices; Correct business English, including spelling, grammar and punctuation; Techniques for dealing with the public, in person and over the telephone.

**Skill in:**

Making accurate arithmetic calculations; Performing detailed office support work; Maintaining accurate office files; Composing correspondence independently or from brief instructions; Typing correspondence, reports, forms and other documents; Specific positions may be required to transcribe various materials from dictating equipment; Entering numerical and related information into a computer system with speed and accuracy.

**LICENSES:**

Possession of, or ability to obtain, an appropriate, valid drivers' 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.

Mobility to work in a typical office setting and use standard office equipment, strength to lift files weighing up to 25 pounds, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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.