

County Court Job Descriptions



Job Title: Judicial Administrator II
Location:

Grade 25-E

A. Major Duties:

This is professional level administrative and supervisory work in directing the administrative activities of a county court with a total annual caseload of 50,000 or more averaged over a three year period. Work involves the overall management of criminal traffic, civil, small claims, and probate functions in a large county court.

Work involves responsibility for planning, organizing, directing, and coordinating the activities of subordinates engaged in processing the workload of the county court, through the use of intermediate supervisors. The person in this position serves as administrator in the judicial district or designated region, and, in this capacity, performs a wide variety of responsibilities in regard to planning, organizing, staffing, and directing the administrative activities of the courts. Work is performed with independence under the general direction of the State Court Administrator and presiding judge, and is reviewed through conferences and reports and on the basis of results obtained.

B. Typical Examples of Work:

1. Provides administrative control of all non-judicial activities of the court; interprets and executes statutory mandates, rules of the court, and personnel and procedural policies as they relate to administrative matters implementing changes as needed.
2. Prepares and administers the budget of the court; oversees all expenditures for personnel and other budgetary items; supervises the financial aspects of court operations including the collection, receipt and accounting for of all fees, fines and bonds; maintains safe custody of funds, maintains financial records; makes certain all financial information is accessible for audits; and prepares and reviews financial, statistical and other administrative reports.
3. Coordinates the maintenance and improvement of record keeping systems, including the development and operation of the state court computer system (JUSTICE).
4. Directs the compilation and analysis of statistical case data as required by the court, and prepares and distribute reports based on such information.
5. Manages all physical facilities and equipment; participates in court facilities planning; negotiates with the county officials regarding upkeep, remodeling, and expansion as needed; procures and maintains necessary furniture, equipment and supplies.
6. Serves as liaison to other courts, agencies of government, bar associations, community groups, and the news media; serves on various committees, task forces, or advisory groups charged with the responsibility for studying court system improvements.

7. Oversees calendaring and management of cases with regard to guidelines, procedures and case flow; establishes and maintains effective case management systems to ensure individual cases and the court's total caseload are expeditiously and efficiently processed to disposition; periodically reviews management reports with judges and the State Court Administrator to identify and investigate problem areas and take corrective actions.
8. Oversees procedures for the calling and efficient utilization of jurors.
9. Participates in and directs management studies and procedural analysis to identify problems about court processes which may include involving the coordination of many diverse agencies and independent officials such as sheriffs' offices, county and city attorneys and public defenders, plans and implements solutions and new methods of performing court functions to facilitate the delivery of justice system services in the most efficient and cost-effective manner.
10. Ensures the security of court records and implements record retention/destruction schedules.
11. Directs court personnel management including hiring, training, motivation, evaluation, assignment, discipline and discharge; administers personnel policies and procedures.
12. Assists the judiciary and the State Court Administrator in the formulation and implementation of policy and makes recommendations for changes.
13. May be assigned any other duties deemed appropriate by the presiding judge or State Court Administrator.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from an accredited college or university with a master's degree in judicial, public, or business administration or a related field; graduation as an ICM Fellow; considerable experience in an administrative capacity, including experience in court or related administrative or professional work; or any equivalent combination of education and experience.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Thorough knowledge of modern principles and practices of public administration.

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2. Thorough knowledge of court procedures, legal documents, laws, and legal factors pertaining to the courts.
3. Thorough knowledge of the organization, function, responsibilities and procedures of the courts.
4. Considerable experience demonstrating the abilities to effectively organize, direct and coordinate the administrative activities of a large court.
5. Considerable experience demonstrating the ability to communicate effectively, both orally and in writing.
6. Ability to become proficient in the use of JUSTICE (the statewide court computer system).

F. Working Conditions:

Judicial Administrators must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with many kinds of people and constant change.

Job Title: Judicial Administrator I
Location: _____

Grade 19 - E

A. Major Duties:

This is professional level administrative and supervisory work in directing the administrative activities of a county court with a total caseload of 20,000 or more averaged over a three year period. Work involves the overall management of criminal traffic, civil, small claims, and probate functions in a large county court.

Work involves responsibility for planning, organizing, directing, and coordinating the activities of subordinates engaged in processing the workload of the county court, through the use of intermediate supervisors. The person in this position serves as administrator in the judicial district or designated region, and, in this capacity, performs a wide variety of responsibilities in regard to planning, organizing, staffing, and directing the administrative activities of the courts. Work is performed with independence under the general direction of the State Court Administrator and presiding judge, and is reviewed through conferences and reports and on the basis of results obtained.

B. Typical Examples of Work:

1. Provides administrative control of all non-judicial activities of the court; interprets and executes statutory mandates, rules of the court, and personnel and procedural policies as they relate to administrative matters implementing changes as needed.
2. Prepares and administers the budget of the court; oversees all expenditures for personnel and other budgetary items; supervises the financial aspects of court operations including the collection, receipt and accounting for of all fees, fines and bonds; maintains safe custody of funds, maintains financial records; makes certain all financial information is accessible for audits; and prepares and reviews financial, statistical and other administrative reports.
3. Coordinates the maintenance and improvement of record keeping systems, including the development and operation of the state court computer system (JUSTICE).
4. Directs the compilation and analysis of statistical case data as required by the court, and prepares and distribute reports based on such information.
5. Manages all physical facilities and equipment; participates in court facilities planning; negotiates with the county officials regarding upkeep, remodeling, and expansion as needed; procures and maintains necessary furniture, equipment and supplies.
6. Serves as liaison to other courts, agencies of government, bar associations, community groups, and the news media; serves on various committees, task forces, or advisory groups charged with the responsibility for studying court system improvements.

7. Oversees calendaring and management of cases with regard to guidelines, procedures and case flow; establishes and maintains effective case management systems to ensure individual cases and the court's total caseload are expeditiously and efficiently processed to disposition; periodically reviews management reports with judges and the State Court Administrator to identify and investigate problem areas and take corrective actions.
8. Oversees procedures for the calling and efficient utilization of jurors.
9. Participates in and directs management studies and procedural analysis to identify problems about court processes which may include involving the coordination of many diverse agencies and independent officials such as sheriffs' offices, county and city attorneys and public defenders, plans and implements solutions and new methods of performing court functions to facilitate the delivery of justice system services in the most efficient and cost-effective manner.
10. Ensures the security of court records and implements record retention/destruction schedules.
11. Directs court personnel management including hiring, training, motivation, evaluation, assignment, discipline and discharge; administers personnel policies and procedures.
12. Assists the judiciary and the State Court Administrator in the formulation and implementation of policy and makes recommendations for changes.
13. May be assigned any other duties deemed appropriate by the presiding judge or State Court Administrator.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from an accredited college or university with a master's degree in judicial, public, or business administration or a related field; graduation as an ICM Fellow; considerable experience in an administrative capacity, including experience in court or related administrative or professional work; or any equivalent combination of education and experience.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Thorough knowledge of modern principles and practices of public administration.

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2. Thorough knowledge of court procedures, legal documents, laws, and legal factors pertaining to the courts.
3. Thorough knowledge of the organization, function, responsibilities and procedures of the courts.
4. Considerable experience demonstrating the abilities to effectively organize, direct and coordinate the administrative activities of a large court.
5. Considerable experience demonstrating the ability to communicate effectively, both orally and in writing.
6. Ability to become proficient in the use of JUSTICE (the statewide court computer system).

F. Working Conditions:

Judicial Administrators must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with many kinds of people and constant change.

Job Title: Clerk Magistrate IV
Location:

Grade 16-E

A. Major Duties:

This is highly responsible management, supervisory, and participatory work in the operation of all the county courts in a judicial district, under the general direction of the presiding county judge and may include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as management and supervisory support in the county to which appointed, in addition to general management support in the other county courts of the judicial district, and, as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, and directing the administrative activities of the courts as may be assigned by the presiding county judge of the district.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. May perform duties as described for Clerk Magistrates I, II, and III.
2. Assists in the installation and operation of the statewide court computer system (JUSTICE) within the district.
3. Manages all functions and activities of the county court staff in the county to which appointed including office management, implementation of procedures, case management, records management, and report preparation. Assigns, directs, supervises and reviews the work of personnel, develops work schedules and priorities.
4. Does personnel administrative tasks; recommends selection and promotion of employees; administers discipline; counsels and evaluates performance of employees; supervises and participates in the training of new employees; coordinates vacation and sick leave schedules in the county to which appointed and advises the other clerk magistrates in the district in these areas. Serves to create efficiency and uniformity in the administration of the separate offices of each county court.
5. Assists in the implementation of orders and policies that are approved by the county judges for the district.
6. Serves as a point of contact for communications concerning the activities and operations of the county courts in the district; provides information to, and answers from, judges, attorneys, court employees and the general public. Responsible for the investigating and evaluating procedural changes, determining when matters need to be decided by the court, and arranging to present such matters to the court.

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7. Oversees and has ultimate responsibility for all clerical and financial records.
8. Serves as a central source of information and direction to be used by clerk magistrates in the district.
9. May be assigned any other duties deemed appropriate by the county judges not otherwise inconsistent with the laws of the State of Nebraska or with this personnel code.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school supplemented by completion of courses in business or public administration, or legal training; thorough experience in work involving familiarity with laws, procedures, policies, and operations of the court; or any equivalent combination of education and experience.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Considerable experience demonstrating the ability to plan, conduct studies designed to improve court management and the ability to prepare recommendations and to implement them when approved.
2. Thorough knowledge of management skills with abilities to plan, assign, coordinate, supervise and manage the work of subordinate employees engaged in a variety of court clerical activities.
3. Thorough knowledge of county court procedures and policies.
4. A considerable degree of judgment, understanding, and tact; ability to establish and maintain effective working relationships with personnel at all levels.
5. Considerable experience demonstrating the ability to make and implement decisions effectively.
6. Considerable experience demonstrating the ability to conduct conferences and meetings and to communicate effectively, both orally and in writing.
7. Considerable experience demonstrating the ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.

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8. Considerable experience demonstrating the ability to analyze work processes and recommend changes.
9. Considerable experience demonstrating the ability to perform personnel management functions.
10. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the district.

F. Working Conditions:

Clerk Magistrates must at times work varying hours and some weekends especially in connection with emergencies. Travel may be regular between counties. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

Job Title: Clerk Magistrate III
Location:

Grade 15-E

A. Major Duties:

Highly responsible administrative and managerial work under the general direction of the presiding judge, in the operation of a county court with a total annual caseload (averaged over the last three years) of 7,000 or more and may include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as management and supervisory support to the county judge(s), and, as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, directing, and supervising the administrative activities of the court.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Assigns, supervises, and reviews the work of the clerical staff.
2. Assists in the installation and operation of the statewide court computer system (JUSTICE) in the county court.
3. May serve as registrar or stenographer.
4. Assists staff members in the performance of their duties.
5. Responsible for the maintenance of all personnel records of the court staff.
6. Oversees and has ultimate responsibility for all clerical and financial records.
7. Prepares or assists in preparing the court budget.
8. Perform the supervisory functions of hiring, monitoring and evaluating work performance and the taking of any required disciplinary action concerning the court staff.
9. Serves as liaison with other courts, other local government agencies, the local bar, the local news media and the general public.
10. Responds to administrative inquiry.
11. Attends annual or semiannual training as established by the Administrative Office of the Courts.

(Clerk Magistrate III continued page 2)

12. Responsible for the efficiency of the court's administrative functions and for investigating and evaluating procedural changes; determines when matters need to be decided by the court and arranges to present such matters to the court.
13. May be assigned any other duties deemed appropriate by the county judges(s) not otherwise inconsistent with the laws of the State of Nebraska or with the Supreme Court rules.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school plus considerable education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. College education may be substituted for employment experience on a year-for-year basis.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Considerable knowledge of county court procedures and policies and modern office practices and procedures.
2. Considerable knowledge of management skills with abilities to plan, assign, coordinate, supervise and manage the work of subordinate employees engaged in a variety of court clerical activities.
3. Considerable experience demonstrating the ability to establish and maintain effective working relationships with personnel at all levels.
4. Considerable experience demonstrating the ability to implement decisions effectively.
5. Considerable experience demonstrating the ability to communicate effectively, both orally and in writing.
6. Considerable experience demonstrating the ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.
7. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

Clerk magistrates must at times work varying hours and some weekends especially in connection with emergencies.

Job Title: Clerk Magistrate II

Grade 14-E

Location:

Major Duties:

Highly responsible administrative and managerial work under the general direction of the presiding county judge, in the operation of multiple county courts in a judicial district or in a county court with a total annual caseload of 3,500 to 7,000 (averaged over the last three years) and may include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as administrative support to the county judge(s), and, as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, directing, and supervising the administrative activities of the courts. The person serving in this position is required to travel to the assigned courts.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Assigns, supervises, and reviews the work of the clerical staff.
2. Assists in the installation and operation of the statewide court computer system (JUSTICE) in the county courts.
3. Work may include duties of a registrar, accounting clerk or stenographer.
4. Assists staff members in the performance of their duties.
5. Responsible for the maintenance of all personnel records of the court staff.
6. Oversees and has ultimate responsibility for all clerical and financial records.
7. Prepares or assists in preparing the court budget.
8. Performs the supervisory functions of hiring, monitoring and evaluating work performances and the taking of any required disciplinary action concerning the court staff.
9. Serves as liaison with other courts, other local government agencies, the local bar, the local news media and the general public.
10. Responds to administrative inquiry.
11. Attends annual or semiannual training as established by the Administrative Office of the Courts.
12. Responsible for the efficiency of the court's administrative functions and for investigating and evaluating procedural changes; determines when matters need to be decided by the court and arranges to present such matters to the court.

13. May be assigned any other duties deemed appropriate by the county judges(s) not otherwise inconsistent with the laws of the State of Nebraska or with the Supreme Court rules.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school plus considerable education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. College education may be substituted for employment experience on a year-for-year basis.

E. Knowledge, Skills, and Abilities Required for the Job

1. Considerable knowledge of modern office practices and procedures.
2. Experience demonstrating strong management skills.
3. Demonstrated ability to establish and maintain effective working relationships with personnel at all levels.
4. Demonstrated ability to implement decisions effectively.
5. Demonstrated ability to communicate effectively, both orally and in writing.
6. Demonstrated ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.
7. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation of the system in the court.
8. Ability to travel to the assigned courts.

F. Working Conditions:

Clerk magistrates must at times work varying hours and some weekends especially in connection with emergencies. Regular travel to the assigned courts is required. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

Job Title: Clerk Magistrate I
Location:

Grade 13-E

A. Major Duties:

Highly responsible administrative and managerial work under the general direction of the presiding judge, in the operation of a county court with a total annual caseload of 3,500 or less (averaged over the last three years), and may include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as administrative support to the county judge(s), and as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, directing, and supervising the administrative activities of the court.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Assigns, supervises, and reviews the work of the clerical staff.
2. Assists in the installation and operation of the statewide court computer system (JUSTICE) in the county courts.
3. Work may include duties of a registrar, accounting clerk or stenographer.
4. Assists staff members in the performance of their duties.
5. Responsible for the maintenance of all personnel records of the court staff.
6. Oversees and has ultimate responsibility for all clerical and financial records.
7. Prepares or assists in preparing the court budget.
8. Performs the supervisory functions of hiring, monitoring and evaluating work performances and the taking of any required disciplinary action concerning the court staff.
9. Serves as liaison with other courts, other local government agencies, the local bar, the local news media and the general public.
10. Responds to administrative inquiry.
11. Attends annual or semiannual training as established by the Administrative Office of the Courts.
12. Responsible for the efficiency of the court's administrative functions and for investigating and evaluating procedural changes; determines when matters need to be decided by the court and arranges to present such matters to the court.

(Clerk Magistrate I continued page 2)

13. May be assigned any other duties deemed appropriate by the county judge(s) not otherwise inconsistent with the laws of the State of Nebraska or with the Supreme Court rules.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school plus considerable education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. College education may be substituted for employment experience on a year-for-year basis.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Considerable knowledge of modern office practices and procedures.
2. Experience demonstrating strong management skills.
3. Demonstrated ability to establish and maintain effective working relationships with personnel at all levels.
4. Demonstrated ability to implement decisions effectively.
5. Demonstrated ability to communicate effectively, both orally and in writing.
6. Demonstrated ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.
7. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation of the system in the court.

F. Working Conditions:

Clerk magistrates must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress from dealing with the public and changes in office routine.

Job Title: Division Manager
Location:

Grade 11-E

A. Major Duties

Work involves responsibilities of organizing, directing, coordinating, and supervising the activities of the divisions of a county court, which usually includes any combination of civil, small claims, criminal, traffic, and probate divisions. Through the use of intermediate supervisors, the work is performed under the direct supervision of the judicial administrator or clerk of the court, with directions from the county judges.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Assigns workloads, supervises, and reviews work performance of all personnel in the division, with the assistance of intermediate division supervisors.
2. Provides necessary training for division personnel, with help from the judicial administrator or clerk of the court.
3. Oversees and has ultimate responsibility for all clerical, financial, and personnel records of the division.
4. Performs technical clerical duties.
5. May perform duties involved in the development and operation of computerized information systems.
6. Performs other supervisory functions for the division, including assisting in the hiring of personnel, conducting performance planning and evaluations, and the taking of any required disciplinary action.
7. Serves as liaison with other division of the court.
8. Performs other duties as required by the judicial administrator, clerk of the court, or county judges.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school plus considerable education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. College education may be substituted for employment experience on a year-for-year basis.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Considerable knowledge of court procedures, policies, and laws pertaining to the division or divisions.
2. Considerable knowledge of the organization, operation, function, and scope of authority of the division or divisions.
3. Demonstrated ability to establish and maintain effective working relationships with personnel at all levels.
4. Considerable knowledge of modern office practices and procedures.
5. Demonstrated ability to understand and follow oral and written instructions.
6. Demonstrated ability to make and implement work decisions effectively, in accordance with laws, regulations, and court policies and procedures.
7. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

Division Managers must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

* Available in Douglas and Lancaster counties or with the approval from the State Court Administrator.

Job Title: Assistant Clerk II*
Location:

Grade 10-E

A. Major Duties

This is highly responsible clerical and administrative work, assisting the judges, judicial administrator, clerk of court, and/or the clerk magistrate, as required.

In the absence of the clerk magistrate or clerk of court, the Assistant Clerk II may assume the responsibility of the office including deputy authority. The Assistant Clerk II may also be responsible for assigning and supervising the work of others within a division or divisions of the court. Other functions may include the performance of any clerical duties, and some supervisory duties.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. May perform duties as described for a records clerk, accounting clerk, registrar, or court stenographer.
2. May assign, supervise, and review the work of other clerical employees.
3. May supervise and formulate data entry functions.
4. Answers administrative inquiries, prepares reports, and compiles statistics.
5. May assist in budget preparation.
6. May assist in formulation of office policies and procedures.
7. May sign papers and documents not in conflict with the statutes.
8. May be assigned other duties as deemed appropriate by the clerk magistrate or clerk of the court not otherwise inconsistent with the laws of the State of Nebraska.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school or its equivalent, and thorough experience and education sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. College education may be substituted for employment experience on a year-for-year basis.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Knowledge of laws, procedures, policies and operations of the court.
2. Typing skills and computer data entry knowledge.
3. Ability to follow oral and written instructions.
4. Ability to establish and maintain effective working relationships with personnel at all levels.
5. Ability to implement decisions effectively.
6. Ability to communicate both orally and in writing.
7. Abilities to plan, organize, assign and supervise the work of others.
8. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

The Assistant Clerk II may at times work varying hours especially in connection with emergencies. Normal office hazards are encountered, i.e., stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

*Available only in Sarpy, Douglas, Dodge, Buffalo, Lincoln, Hall, Lancaster, Scotts Bluff, Platte, Madison, and Adams counties. In addition, Assistant Clerk II is also available in those counties which serve as the principal office location of a Clerk Magistrate III. Position is also limited to one per eligible county except in Douglas and Lancaster counties.

Job Title: Assistant Clerk I
Location:

Grade 8-E

A. Major Duties:

In the absence of the clerk magistrate, the clerk of the court, or the Assistant Clerk II, the Assistant Clerk I as designated, will assume the responsibility of the office including deputy authority. Other functions may include the performance of supervisory and clerical duties.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. May perform duties as described for a records clerk, accounting clerk, registrar, or court stenographer.
2. Answers administrative inquiries, prepares reports, and compiles statistics.
3. May assist with data entry functions.
4. May assist in budget preparation.
5. May assist in formulation of office policies and procedures.
6. May sign papers and documents not in conflict with the statutes.
7. May be assigned other duties as deemed appropriate by the clerk magistrate or clerk of the court not otherwise inconsistent with the laws of the State of Nebraska.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school or its equivalent, and thorough experience and education sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. College education may be substituted for employment experience on a year-for-year basis.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Knowledge of laws, procedures, policies and operations of the court.
2. Typing skills and computer data entry knowledge.
3. Ability to follow oral and written instructions.

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4. Ability to establish and maintain effective working relationships with personnel at all levels.
5. Ability to implement decisions effectively.
6. Ability to communicate both orally and in writing.
7. Abilities to plan, organize, assign and supervise the work of others.
8. Ability to become proficient in the use of JUSTICE (the statewide court computer system at) the time of installation in the court.

F. Working Conditions:

Normal office hazards are encountered, i.e., stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

Job Title: *Judicial Assistant
Location:

Grade 8 NE

A. Major Duties

This is advanced and highly responsible judicial and/or administrative support for county judges and judicial administrators.

Work involves but is not limited to the handling of sensitive judicial and administrative matters on a daily basis; the screening of calls, mail and visitors and the performance of complex secretarial and clerical duties which may include court stenographic responsibilities.

This position is distinguished from those at lower levels by the assignment of decision making responsibilities requiring considerable knowledge and independent judgment.

B. Typical Examples of Work: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

1. Schedules cases, meetings, and other appointments.
2. Answers phones, screening and referring callers.
3. Prepares correspondence and other material as required including notices for various court activities.
4. Pulls and prepares files for various court hearings, including necessary forms and other information required.
5. Maintains various records including case statistics, purchasing, billings, travel expenses and other court and office activities.
6. Orders supplies, forms and equipment as directed.
7. Performs all or some of the duties of a court stenographer.

C. Additional Duties:

- 1.
- 2.
- 3.

(Page 2 Judicial Assistant)

D. Qualifications for the Job:

Graduation from high school or its equivalent is required plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Knowledge of secretarial practices and procedures.
2. Knowledge of business English, spelling, punctuation, and arithmetic.
3. Knowledge of modern office practices, procedures, systems, and equipment.
4. Ability to make decisions in accordance with established policies and procedures.
5. Knowledge of legal terminology and format.
6. Ability to maintain administrative, fiscal, statistical and general records.
7. Skill in use and care of a computer, dictation/transcription system, and other equipment present on site.
8. Ability to become proficient in the use of JUSTICE (the statewide court computer system).
9. Some knowledge and understanding of court recording equipment and courtroom procedures if stenographic duties are involved.
10. Some knowledge of filing procedures for all divisions of the court.

F. Working Conditions:

Judicial Assistants must at times work varying hours in connection with court hearings. Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting, along with the stress derived from dealing with required deadlines, multiple types of people and changes in office routine.

*Available only with approval from the State Court Administrator

Job Title: *Administrative Secretary
Location:

Grade 7-NE

A. Major Duties:

This is a highly responsible administrative support and secretarial work for county judges and court administrators.

Work involves, but is not limited to, the handling of sensitive judicial and administrative matters on a daily basis; the screening of calls, mail, and visitors; the performance of complex secretarial and related clerical duties.

This position is distinguished from those at lower levels by the assignment of decision making responsibilities requiring considerable knowledge and independent judgment. Work is reviewed upon completion for adherence to established policies, procedures, and as to results obtained.

B. Typical Examples of Work: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

1. Prepares correspondence and other materials as required, utilizing existing letters, dictated material, or own initiative as directed and participates or is solely responsible for mailings of such material.
2. Maintains appointment schedules; screens and refers callers.
3. Orders forms, office supplies, and equipment as directed.
4. Maintains various records on statistics; court, and office activities; personnel; purchasing; billing; travel expenses; juries and jurors; budget; and other activities.
5. Establishes and maintains filing system; plans and maintains adequate office materials and supplies.
6. Attends meetings and conferences as required; takes minutes, composes drafts of proceedings; prepares and distributes agendas, schedules, and other material.
7. Performs a variety of other office administrative tasks and other related duties as directed.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school with some administrative secretarial or general secretarial experience in a law or business office. Must be able to take dictation in shorthand or other equivalent method; must have experience and proficiency in the use of a transcribing machine.

E. Knowledge, Skills, and Abilities Required on the Job:

1. Knowledge of secretarial practices and procedures.
2. Knowledge of business English, spelling, punctuation, and arithmetic.
3. Knowledge of modern office practices, procedures, systems, and equipment.
4. Ability to make decisions in accordance with established policies and procedures.
5. Knowledge of legal terminology and format.
6. Ability to perform routine office management.
7. Ability to maintain administrative, fiscal, statistical, and general records.
8. Ability to compose routine and technical letters and memoranda.
9. Skills in taking and transcribing dictation taken from shorthand notes and/or electronic recording equipment.
10. Skills in use and care of a computer, typewriter, word processing system, data processing system, dictation/transcription system, or type of equipment present on site.
11. Ability to become proficient in the use of JUSTICE (the statewide court computer system at the time of installation in the court).

F. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, stooping, some light lifting, along with the stress derived from multiple required deadlines, working in an often noisy area and dealing with a variety of people.

* Available only with approval from the State Court Administrator

Job Title: *Accounting Clerk
Location:

Grade 8-NE

A. Major Duties:

This is responsible bookkeeping and related accounting work in the maintenance and balancing of all financial records of the county court.

Work is performed independently within established policies and procedures, and is reviewed by the appropriate supervisor through conferences and reports.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Post daily receipts to the cash and fee ledger and maintains the ledger in balance.
2. Perform daily cash balancing functions.
3. Maintains the court's bank account(s), regularly making deposits, writing checks, and reconciling such accounts.
4. Maintains all financial records of the court and is responsible for their accuracy. All financial records are to be maintained as described in the Nebraska County Court System Accounting Manual.
5. May be assigned other duties as deemed appropriate by the clerk magistrate not otherwise inconsistent with the law of the State of Nebraska or with this personnel code.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school, or its equivalent plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Experience and knowledge in bookkeeping and general accounting principles.
2. Familiarity with the use of standard office and computer equipment.
3. Ability to follow oral and written instructions.
4. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

Normal office hazards encountered, i.e., prolonged sitting, standing, typing, stooping and some light lifting, along with the stress derived from dealing with the public and changes in office routine.

Job Title: Court Transcriber

Grade 7 NE

Location: _____

Major Duties: This is responsible technical clerical work preparing certified copies of court proceedings from digital or tape recordings. Work includes typing and certifying the correctness of transcripts of court proceedings and maintaining files of discs/tapes and transcripts.

Typical Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Receive and organize requests for transcriptions of court proceedings from a county, juvenile, or district court and as requested timely prepare bills of exceptions on appeal to the Nebraska Supreme Court or Court of Appeals.

Prepare verbatim transcriptions from electronic records of judicial proceedings and/or hearings to printed format using appropriate formatting techniques.

Organize and account for all exhibits in bills of exceptions as necessary.

Estimate cost of contracted transcription/recorder service and prepare invoices.

Prepare follow up communications for delinquent billings.

Proofread transcribed material for accuracy.

Ensure that motions, decisions and all recorded actions are accurately documented.

Maintain records of all work performed.

Locate and duplicate discs/tapes as requested when authorized.

Qualifications for the Job: Equivalent of graduation from high school, including or supplemented by courses in typing. Competence to serve as a Court Transcriber shall also be demonstrated by having passed an examination that tests skill and accuracy conducted by such entities designated by the State Court Administrator. Legal experience is desired.

Knowledge, Skills and Abilities Required on the Job:

Knowledge of legal terminology

Demonstrated ability to type at a minimum net rate of 65 words per minute.

Knowledge of the workings of court recording equipment.

Knowledge of the required formatting for transcripts and bills of exceptions.

Ability to organize and prioritize work to meet established deadlines.

Ability to work with minimal supervision.

Working Conditions: Prolonged sitting and typing. Stress involved with meeting deadlines and working with a variety of people within a district or throughout the state.

Job Title: *Court Stenographer
Location:

Grade 6-NE

A. Major Duties:

This is advanced clerical work involving preparation and maintenance of clerk's transcripts on appeal, transcripts of testimony, and bills of exceptions, under the supervision of the judicial administrator, clerk magistrate, or division manager. Assignments are carried out in accordance with standardized procedures and general instructions that require following specific methods and formats.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Transcribes material previously recorded on audio tape involving specialized terminology with responsibility for proper spelling, grammar and punctuation.
2. Maintains files and records on tapes and updates the status of cases assuming responsibility for accuracy, completeness and compliance with rules.
3. May maintain a log of material being recorded in the courtroom during hearings.
4. May prepare correspondence as required, utilizing form letters, dictated material, or own initiative as directed.
5. May be assigned other office and courtroom tasks.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school or its equivalent is required plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Some knowledge and understanding of recording equipment, legal terminology, and courtroom procedures.
2. Some knowledge of grammar, spelling and punctuation necessary to identify errors and ability to correct and ensure an accurate copy.
3. Some knowledge of typing specialized formats, clerical practices and procedures.
4. Some knowledge of simple filing procedures.

(Page 2 Stenographer)

5. Skill in typing (60 wpm)
6. Some experience in following clerical practices and procedures involved in the assigned tasks.
7. Some ability to follow oral and written instructions.
8. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

Court stenographers must at time work varying hours in connection with court hearings. Normal office hazards are encountered, i.e. prolonged sitting, typing, stooping, and some light lifting, along with the stress derived from dealing with the public and changes in office routine.

* Available only with approval from the State Court Administrator

Job Title: Courtroom Clerk
Location: County, District or Juvenile Court

Grade 6

Major Duties: This is responsible courtroom work related to capturing and maintaining a verbatim record of court proceedings in a county, juvenile or district court and entering case information during and after the proceedings.

Typical Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Checks and operates electronic recording equipment to record, log court proceedings.

Plays back sections of recordings for the judge or jury as requested.

Maintains automated or hand-prepared logs of proceedings and actions; correlates such logged information with recorded data; marks and logs exhibits as they are accepted in to the record; makes notations of witness or other participant behavior, and session times etc. to augment the audio record.

Performs duties related to maintaining and storing court recordings.

May enter case information in DOCKET, an enhancement of JUSTICE (the court case management system).

Estimate cost of transcription services.

May perform other duties as determined by the judge.

Qualifications for the Job:

Equivalent of graduation from high school with 2 years experience working in the court system preferred. Legal experience is desired. Successful completion of on the job training on use and maintenance of recording equipment.

Knowledge, Skills and Abilities Required on the Job:

Ability to accurately type on a computer in real time while monitoring a proceeding.

Knowledge of functions and maintenance of court recording equipment.

Working knowledge of JUSTICE and DOCKET. (for county court work)

Ability to understand the need for and to assist in promoting a proper and respectful atmosphere in the court room setting.

(Page 2 - Courtroom Clerk)

Ability to perform a variety of clerical functions using computers, faxes and copy machines.

Ability to organize and work under pressure.

Ability to get along with a variety of people.

Working Conditions: Prolonged sitting, exposure to the pressure of courtroom activity and some late hours possible.

1-27-10

Job Title: *Bailiff/ Courtroom Clerk
Location:

Grade 5-NE

A. Major Duties:

Responsible and varied clerical work in liaison with the judges in the courtroom and the court clerk's office. Work involves performing courtroom clerical duties and relieving judges of routine administrative duties.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Oversees and assists in preparation of records and documents for each court session.
2. Receives, marks and records exhibits; prepares and transports exhibits for filing in the clerk's office.
3. Logs proceedings in accordance with standards supplied by the State Court Administrative Office.
4. Oversees operation of tape recorder to ensure completeness and quality of taped courtroom proceedings; checks to see that the machines and microphones are working properly; changes tapes when needed; assists in minor maintenance of machines.
5. Acts in a liaison capacity for the judge with attorneys, court personnel, and the public; sets matters for hearing; supervises signing in of witnesses.
6. Arranges and is responsibly for security of jurors.
7. Escorts defendants and transports necessary document to clerk's office.
8. May perform a variety of confidential, technical, and general clerical tasks and minor administrative work for the judge.
9. Performs related work and other duties as required.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Some knowledge of legal terminology and format.
2. Some knowledge of court procedures.
3. Some knowledge of business English, spelling and punctuation.
4. Some knowledge of office practices, procedures, equipment, computer equipment, and standard clerical techniques.
5. Some ability to understand and carry out moderately complex, oral and written instructions.
6. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from dealing with the public and changes in office routine.

* Available only with approval from the State Court Administrator.

Job Title: Criminal Traffic Cashier/Clerk

Grade 5-NE

*Location: _____

A. Major Duties:

This is responsible advanced clerical work in the criminal traffic division involving high volume data entry and receipting of fees/fine payments in the county court system.

Work involves continuous contact with the public in receiving high volume payments for fines and fees collected by the court, issuing receipts, and responding to inquiries associated with cases at all stages. Work requires some bookkeeping knowledge, balancing, computing and maintaining proper internal controls. This position is distinguished from other clerical positions by the continuous contact with the public and the responsibility for large amounts of money.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Receives money in payment of court fines and costs; verifies the amount of payment; enters data on JUSTICE files and issues receipts.
2. Balances cash daily; prepares required records.
3. Responds to inquiries from the general public, attorneys and others concerning case information at all stages and other routine information.
4. Sorts and files court records.
5. Performs various clerical duties of the county court as directed.

C. Additional Duties:

- 1.
- 2.
- 3.

**D. Qualifications for the Job:

Graduation from high school, or equivalent supplemented by completion of courses in bookkeeping, general clerical training with some experience in processing and accounting for large sums of money, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities.

**Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Some knowledge of office procedures and practices.

2. Some knowledge of standard bookkeeping procedures and practices.
3. Some experience using financial procedures and related regulations.
4. Some experience demonstrating the ability to make accurate and rapid mathematical calculations.
5. Some experience demonstrating the ability to operate a computer data entry terminal, calculator and other standard office equipment preferably with typing skills of at least 40 wpm and proficient in 10 key calculating functions.
6. Ability to become proficient in the use of JUSTICE (the statewide court computer system) within the first six months of employment.
7. Some experience demonstrating the ability to make quick decisions and to communicate effectively including the ability to understand oral and written instructions.
8. Some experience demonstrating the ability to establish and maintain effective working relationships with other court employees and the general public.

F. Working Conditions:

Normal office hazards are encountered along with prolonged standing, stooping, some light lifting, along with the stress derived from a fast pace in dealing with a high caseload and with the public who at times may display feelings of anger and frustration.

* This position is available only in Lancaster and Douglas County or with permission of the State Court Administrator.

Job Title: Records Clerk III

Grade 5-NE

Location:

A. Major Duties:

This is responsible routine clerical work performed in more than one county court office under the supervision of clerk magistrates or clerks of court. The work locations would include various counties within a judicial district with at least half the time spent in more than one county.

Work involves responsibility for performing a variety of clerical functions including responding to routine inquiries, filing and typing functions, data entry and other general office duties including routine bookkeeping functions. Work is performed under supervision and is reviewed for accuracy.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Compiles and maintains records, assuming responsibility for accuracy and completeness.
2. Types letters, memoranda, and reports from dictation, rough draft, or copy.
3. Completes various required court forms.
4. Acts as receptionist answers the telephone, and gives routine information to the public.
5. Operate most office machines.
6. May open, sort, and distribute mail.
7. Sorts and files records, according to predetermined classifications.
8. Performs various clerical and secretarial duties of the office, as directed.
9. Performs other related duties as required.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school or its equivalent, plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. Must have a minimum of 2 years employment experience in the county court with satisfactory performance.

E. Knowledge, Skills, and Abilities for the Job:

1. Some ability in typing, computer, and data entry skills.
2. Some ability to operate office machines.
3. Some experience in following oral and written instructions involving clerical practices and procedures.
4. Good telephone manners.
5. Ability to become proficient in the use of JUSTICE (the state court computer system) at the time of installation of the system in the court.
6. Ability to travel to various assigned court offices.

F. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from traveling to two or more offices, dealing with the public and changes in office routines.

Job Title: Records Clerk
Location:

Grade 4-NE

A. Major Duties:

This is responsible routine clerical work in a county court under the supervision of a clerk magistrate or a clerk of court.

Work involves responsibility for performing a variety of clerical functions including responding to routine inquiries, filing and typing functions, data entry and other general office duties including routine bookkeeping functions. Work is performed under supervision and is reviewed for accuracy.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Compiles and maintains records, assuming responsibility for accuracy and completeness.
2. Types letters, memoranda, and reports from dictation, rough draft, or copy.
3. Completes various required court forms.
4. Acts as receptionist, answers the telephone, and gives routine information to the public.
5. Operate most office machines.
6. May open, sort, and distribute mail.
7. Sorts and files records, according to predetermined classifications.
8. Performs various clerical and secretarial duties of the office, as directed.
9. Performs other related duties as required.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school or its equivalent plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Some ability in typing, computer, and data entry skills.
2. Some ability to operate office machines.
3. Some experience in following oral and written instructions involving clerical practices and procedures.
4. Good telephone manners.
5. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from dealing with the public and changes in office routines.

Location:

A. Major Duties:

This is repetitive and supervisory work in the operation of microfilm equipment producing legible film copies of recorded documents consistent with established archival quality standards.

Work involves responsibility for supervising the accurate copying of any legal documents on photographic film. Work includes preparing records for filming, processing exposed film and storing film in files for future use. Supervision is exercised over a small-sized microfilm operations staff. General supervision is received from a Division Manager and work is reviewed through evaluation of results obtained.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Organizes work; supervises and participates in microfilm operation.
2. Trains new employees in the techniques, methods and operations of microfilm equipment and microfilming.
3. Checks files to be filmed for completeness; prepares records for filming; loads microfilm camera; photographs records; processes film, checks film for quality; double checks to ensure all materials to be filmed were filmed.
4. Types indexes and microfiche jackets to facilitate record retrieval; indexes film for retrieval.
5. Makes prints and microfiche from microfilm records at the request of the public; makes photocopies of documents.
6. Maintains microfilm equipment; requests repair work when needed.
7. Performs related work as required.

C. Qualifications for the Job:

Graduation from high school and some experience in clerical operations or any equivalent combination of education and experience that provides the following knowledge, abilities and skills.

D. Knowledge, Skills, and Abilities Required for the Job:

1. Some ability to plan and supervise the work of subordinate personnel.

2. Some ability to learn archival quality standards and testing procedures and maintain a record filing system.
3. Some knowledge of general office practices and procedures with experience using the principles of microfilming preferred.
4. Some experience demonstrating ability to understand and carry out oral and written instructions.
5. Some ability to establish and maintain effective working relationships with others.
6. Some skill in operation of office equipment.

E. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from repetitive work.

Job Title: *Microfilm Clerk I

Grade 1-NE

Location:

A. Major Duties:

This is repetitive work in the operation of microfilm equipment producing legible film copies of recorded documents.

Work involves responsibility for the accurate copying of any legal documents on photographic film. Work includes preparing records for filming, processing exposed film and storing film in files for future use. Work is done under close supervision at the beginning of work, but only minimal supervision is received after training. Work is reviewed for accuracy through observation of results.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Checks files to be filmed for completeness; prepares records for filming; loads microfilm camera; photographs records; processes film, checks film for quality; double checks to ensure all materials to be filmed were filmed.
2. Types indexes and microfiche jackets to facilitate record retrieval; indexes film for retrieval.
3. Makes prints and microfiche from microfilm records at the request of the public; makes photocopies of documents.
4. Maintains microfilm equipment; requests repair work when needed.
5. Performs related work as required.

C. Qualifications for the Job:

Graduation from high school and some experience in clerical operations or any equivalent combination of education and experience that provides the following knowledge, abilities and skills.

D. Knowledge, Skills, and Abilities Required for the Job:

1. Some knowledge of general office practices and procedures.
2. Some experience demonstrating ability to understand and carry out oral and written instructions.
3. Some ability to establish and maintain effective working relationships with others.
4. Some skill in operation of office equipment.

E. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from repetitive work.

* Available only with approval from the State Court Administrator

Job Title: *Data Entry/Filing Clerk

Grade 1-NE

Location:

A. Major Duties:

This is repetitive routine clerical work including the skilled operation of a typewriter and/or computer terminal. Work involves primary responsibility for doing routine typing, data entry and filing and involves minimal contact with the public. This and other clerical functions may require judgment based on a knowledge of the procedures and policies pertaining to the area of assignment. Work is reviewed by the supervisor through internal controls, review of completed tasks, records and reports.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Sets up, types or enters data from copy, rough draft, general instructions, labels, forms, letters, lists, etc., and legal or other material.
2. Prepares file folders for new cases; files cards and folders; retrieves files, delivers files to appropriate locations.
3. Processes, sorts, checks for accuracy and files records, and documents in accordance with established systems.
4. Operates copying machines and other office machines and equipment.
5. Performs related work as required.

C. Qualifications for the Job:

Graduation from high school and some experience in clerical operations or any equivalent combination of education and experience that provides the following knowledge, abilities and skills.

D. Knowledge, Skills, and Abilities Required for the Job:

1. Some knowledge of general office practices and procedures.
2. Some experience demonstrating ability to understand and carry out oral and written instructions.
3. Some knowledge of business English, punctuation, spelling, and arithmetic.
4. Some ability to establish and maintain effective working relationships with others.
4. Skill in the operation of a computer and other office equipment.

(Page 2 - Data Entry/Filing Clerk)

E. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, walking, stooping, and some light lifting along with the stress derived from repetitive work.