

**OSCEOLA COUNTY  
JOB DESCRIPTION**

**DISTRICT COURT CLERK**

**Supervised By:** District Court Judge and District Court Administrator

**Supervises:** None.

**Position Summary:**

Under the supervision of the District Court Judge and Court Administrator, performs a variety of tasks in the processing of criminal, traffic, and civil cases. Provides counter assistance, which includes receiving money and providing assistance on court matters to attorneys, law enforcement officers and the public. Types a variety of court documents and enters case information into the computer system.

Due to the complexities and size of caseloads handled in the daily operation of the court, each clerk will be assigned a lead role in the operation of an assigned caseload area of either criminal, traffic, or civil.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs all of the tasks of other Clerks as necessary, including assisting individuals at the counter, answering and providing assistance to telephone callers, processing incoming and outgoing mail, and performing other case processing tasks.
2. Reviews and processes payments for tickets, court fines and costs, civil filing fees, probation oversight fees, bonds, and garnishments. Enters payment information into the computer and ensures that the proper case file is credited and receipted. Researches and responds to inquiries related to payment information.
3. Processes files, including entry of data into the Judicial Information System (JIS), scheduling of all proceedings, processing dispositions and maintaining all files in the assigned caseload area.
4. Performs a variety of tasks related to the processing of case files including preparing correspondence to attorneys, defendants and others, issuing notices, generating reports, receiving and processing documents for the Court files.
5. Prepares case files for the Judge and Magistrate prior to hearings, including the preparation of orders, judgments, and other documents, and provides assistance as necessary.
6. Reviews cases periodically to ensure appropriate entry and filing of information have occurred as required by law. Prepares all necessary reports that are associated with and/or required for the proper management of the docket and caseload.

7. Acquires and maintains a strong working knowledge base of the legal guidelines and procedures required by law to effectively and professionally manage and process the assigned caseload.
8. Performs bookkeeping duties such as receiving money from civil and criminal litigants and applies to filing fees, payment of judgments, tickets or other matter. Applies bonds to money judgments, fines and costs, and other assessments. Receipts bonds from the Sheriff's Department and other agencies. Closes out the cash system at end of day and secures money.
9. Time stamps all incoming paperwork, files documents to the appropriate court file, and otherwise assists in maintaining court files.
10. Receives training and certification in the use and operation of the statewide LEIN System. As a LEIN operator, validates and enters warrants, pretrial release orders, and bond conditions into the LEIN system and recalls warrants as appropriate.
11. Serves as back-up to the Court Recorder as a Certified Electronic Operator (CEO) and attends Court proceedings, operates electronic recording equipment to make a record of proceedings, and maintains an accurate log of proceedings.
12. District Court Clerks will be cross-trained in all areas of the District Court, including civil, traffic, and criminal.
13. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Educational Requirements: High School diploma and two years of college course work in Business, Public or Court Administration, or Legal Assistant; two years prior work experience in an office setting may be substituted for the college educational requirements.
- Experience: Extensive training and application in use of computer systems; minimum of two years' experience in a court or legal office, Business, Public, or Court Administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of the District Court.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Judicial Information System (JIS) software and new technologies.
- Certifications or licenses: Able to become certified as a Certified Electronic Operator

(CEO) within 1 year of employment. Able to become a certified LEIN user within 6 months of employment.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.