**JEROME COUNTY**

**JOB DESCRIPTION**

**Job Title**: Civil Criminal Counter Court Clerk **Last Update:** January 2021

**Department:** Court Services  **Reports To:** Jerome County Clerk

**MISSION STATEMENT**

Performs a variety of duties related to the receiving of payments for traffic violations and criminal penalties, answers questions and provides information by phone and in person as needed. In addition preforms clerical support functions involving accurate docketing and processing of legal documents in civil matters. Customer service position.

**DUTIES AND RESPONSIBILITIES**

**Essential**

* Enters new infraction and misdemeanor citations into Odyssey and sets up cases.
* Takes payments for citations, criminal case fines and fees, restitution payments, misdemeanor probations fees, workman’s comp. fees, record requests and other line items including mailed payments.
* Assists customers at the counter and over the phone.
* Clerks In-Custody Arraignments and process paperwork (Alternating weeks).
* Clerks Thursday Court for both Magistrate Judges and processes paperwork. This includes sending and annotating E-Filings received related to court hearings.
* Prepares Orders and Judgments for scheduled Court hearings.
* Creates new Civil and Criminal cases in Odyssey.
* Processes and scans new counter filings into Odyssey.
* Sends, processes and annotates various E-Filings for both Criminal and Civil cases.
* Enters fingerprint card number into the cases in Odyssey and update/add SSN and identifying information to the case party master.
* Processes and issues Criminal/Civil Summons and Warrants.
* Processes returned mail, Scan into Odyssey and update case party master to reflect new/undeliverable address.
* Help schedule parties for Jerome County parenting Classes, including giving information regarding attendance and fees/fee waiver.
* Enters Civil and Criminal dispositions and /or fines in Odyssey.
* Assists with scanning older files into Odyssey.
* Obtains information from files.
* Performs other related duties as required.

Additional

* Experience taking, handling a cash drawer and balancing.
* Cross-trains in other areas and assist other clerks as needed.
* Assists the public in determining their needs and finds solutions
* Review’s paid and dismissed citations and disposes of older citations according to Court protocol.
* Performs other related duties as required.
* Assumes the duties assigned by the Count) Clerk
* Basic computer knowledge
* Public relations/customer service skills
* Good organization skills
* Maintain confidentiality
* Manual dexterity to perform office functions (typing, filing. collating, operating office machines, Etc.)
* Ability to perform essential duties efficiently and accurately with or without reasonable
* accommodations and without endangering incumbent or other employees
* Sitting with intermittent moving within an office environment lifting of office supplies, talking, standing, walking, stooping, kneeling, crouching, and hearing (in person and by telephone).Memorizing, and seeing
* Reaching, climbing and lifting up to 40 pounds
* Performs other related duties as requested

Position is 37.5 hours per week with benefits.

Pay depends on experience.

**Please submit your applications to Michelle Emerson at the Clerk’s Office or you can take them to HR room 303.**