

Job Title: Clerk of District Court –Deputy II
Classification: Full-time
Department: Clerk of Court
Reports To: Clerk of District Court
Location: 525 E. Grand Ave.

Prepared By: Clerk of Court
Prepared Date: 12/27/16
Approved By: Human Resources
Approved Date: 1/20/17
FLSA Status: Non-Exempt

FUNCTION: Under general supervision of Clerk of District Court, Office Manager and/or Chief Deputy, perform technical clerical work in the administrative support office of the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Attend court and assist the judge with court proceedings; keep detailed entries of all court hearings. Enter court proceedings into computerized information system (WYUSER); prepare and/or maintain case files and appeal files, judgment and sentence forms, and related court documents; receive payment of court fines, bail, child support and fees. Record, receipt and deposit payments according to established court procedures. Provide assistance and information to attorneys, agencies, and the general public on court procedures (NOT LEGAL ADVICE), case processing and the status of cases. Perform passport application processing, record searches and search warrants. Interact with Department of Criminal Investigation (Disposition reporting). Keep accurate and complete case records, making required docket entries; prepare case files for court sessions, ensuring complete and accurate case files. Initiate correspondence where necessary. For jury trial, ensure jurors in random selection are contacted. Oversee trial process in regard to oaths in the courtroom and Bailiff activities.

QUALIFICATIONS/REQUIREMENTS: High school diploma or equivalent. Proficient in spelling of legal terms, basic knowledge of data entry, good/friendly communication skills, ability to work with co-workers in a respectful, friendly way. Be motivated and possess a willingness to learn.