

# Essential Job Duties

Employee Name: \_\_\_\_\_  
 Job Title: **Chief Clerk    Urban Clerk** \_\_\_\_\_  
 District/County: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Position Number: \_\_\_\_\_

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

**Instructions:** Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

<p><b>Supervision Duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Developing and implementing employee training and development</li> <li><input type="checkbox"/> Evaluating employees</li> <li><input type="checkbox"/> Disciplining employees</li> <li><input type="checkbox"/> Managing employee leave</li> <li><input type="checkbox"/> Providing guidance and information to staff</li> <li><input type="checkbox"/> Developing policies and recommending procedures</li> <li><input type="checkbox"/> Supervising necessary cross-training</li> </ul> <p>_____</p> <p>_____</p>	<p><b>Fiscal and Budget Duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Managing temporary position hours</li> <li><input type="checkbox"/> Purchasing</li> <li><input type="checkbox"/> Preparing and managing grants</li> <li><input type="checkbox"/> Preparing and managing county budget</li> <li><input type="checkbox"/> Presenting budgets to county commissioners</li> <li><input type="checkbox"/> Submitting approved budgets to OJA on deadline</li> <li><input type="checkbox"/> Preparing vouchers on a timely basis</li> </ul> <p>_____</p> <p>_____</p>	<p><b>Chief Clerk and Urban Clerk Duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conducting district meetings to review policies and procedures</li> <li><input type="checkbox"/> Publishing and enabling enforcement of local rules</li> <li><input type="checkbox"/> Monitoring and evaluating district court clerks in each county</li> <li><input type="checkbox"/> Implementing statutory changes</li> <li><input type="checkbox"/> Preparing and managing district budget (billing counties, etc.)</li> </ul> <p>_____</p> <p>_____</p>	<p><b>Public Relations Duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conducting or coordinating speaking engagements or tours</li> <li><input type="checkbox"/> Meeting with legislators</li> <li><input type="checkbox"/> Serving as information resource to public, court, staff, and OJA</li> <li><input type="checkbox"/> Developing public education programs</li> <li><input type="checkbox"/> Coordinating media access</li> </ul> <p>_____</p> <p>_____</p>
<p><b>Human Resources and Personnel Duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruiting and hiring</li> <li><input type="checkbox"/> Managing timesheets</li> <li><input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation</li> <li><input type="checkbox"/> Handling grievances and complaints</li> <li><input type="checkbox"/> Making staffing recommendations (number of personnel, distribution of personnel, etc.)</li> <li><input type="checkbox"/> Ensuring staff coverage on a daily basis</li> <li><input type="checkbox"/> Monitoring evaluations by judges, CSOs and clerks for timely completion</li> <li><input type="checkbox"/> Preparing personnel budget requests for submission to the Supreme Court</li> </ul> <p>_____</p> <p>_____</p>	<p><b>Clerk of the Court Duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Setting up and preparing cases</li> <li><input type="checkbox"/> Ensuring proper case procedures</li> <li><input type="checkbox"/> Serving on committees as assigned</li> <li><input type="checkbox"/> Supervising and overseeing docketing</li> <li><input type="checkbox"/> Serving as liaison with other agencies</li> <li><input type="checkbox"/> Serving as treasurer for law library</li> <li><input type="checkbox"/> Monitoring and overseeing bonding agencies</li> <li><input type="checkbox"/> Ensuring proper accounting procedures</li> <li><input type="checkbox"/> Managing juries</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintaining witness registers</li> <li><input type="checkbox"/> Scheduling interpreters</li> <li><input type="checkbox"/> Arranging for security officers when necessary</li> <li><input type="checkbox"/> Preparing annual reports and statistics (cases, pro tem, ADSAP)</li> <li><input type="checkbox"/> Managing facilities (records storage, scheduling courtrooms, custodial, space management, etc.)</li> </ul> <p>_____</p> <p>_____</p>	<p><b>Technology Duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinating technology between departments or courts</li> <li><input type="checkbox"/> Assessing technology needs</li> <li><input type="checkbox"/> Managing technology training</li> <li><input type="checkbox"/> Evaluating and selecting systems and lease and purchase arrangements</li> <li><input type="checkbox"/> Training public</li> <li><input type="checkbox"/> Performing troubleshooting and maintenance</li> </ul> <p>_____</p> <p>_____</p>

I have reviewed the duties for this position and I have designated the duties which are essential.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Appointing Authority \_\_\_\_\_ Date \_\_\_\_\_