

Name: _____

Date: _____
(mm/dd/yy)

Kansas Judicial Branch Chief Clerk and Urban Clerk Job Duties Worksheet

Prior to updating the position description for the Chief Clerk or Urban Clerk, both the rater and the Chief Clerk or Urban Clerk should *independently* review the following list of job duties. Place the letters *n/a* in the *Not Applicable* column next to any duties that will not be part of the Chief Clerk/Urban Clerk's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the Chief Clerk or Urban Clerk performed during the evaluation period that are not listed. After the rater and Chief Clerk or Urban Clerk have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the Chief Clerk or Urban Clerk's performance.

Not

Applicable

Duties

Supervision Duties

- _____ Developing and implementing employee training and development
- _____ Evaluating employees
- _____ Disciplining employees
- _____ Managing employee leave
- _____ Providing guidance and information to staff
- _____ Developing policies and recommending procedures
- _____ Supervising necessary cross-training

Human Resources and Personnel Duties

- _____ Recruiting and hiring
- _____ Managing timesheets
- _____ Completing, submitting and maintaining other personnel and payroll documentation
- _____ Handling grievances and complaints
- _____ Making staffing recommendations (number of personnel, distribution of personnel, etc.)
- _____ Ensuring staff coverage on a daily basis
- _____ Monitoring evaluations by judges, CSOs and clerks for timely completion
- _____ Preparing personnel budget requests for submission to the Supreme Court

Fiscal and Budget Duties

- _____ Managing temporary position hours
 - _____ Purchasing
 - _____ Preparing and managing grants
 - _____ Preparing and managing county budget
 - _____ Presenting budgets to county commissioners
 - _____ Submitting approved budgets to OJA by deadline
 - _____ Preparing vouchers on a timely basis
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Chief Clerk and Urban Clerk Job Duties Worksheet

Not

Applicable

Duties

Strategic Planning Duties

- _____ Planning for future technology needs
- _____ Planning for future space needs
- _____ Planning for future personnel needs
- _____ Planning for future equipment needs

Clerk of Court Duties

- _____ Setting up and preparing cases
- _____ Ensuring proper case procedures
- _____ Serving on committees as assigned
- _____ Supervising and overseeing docketing
- _____ Serving as liaison with other agencies
- _____ Serving as treasurer for law library
- _____ Monitoring and overseeing bonding agencies
- _____ Ensuring proper accounting procedures
- _____ Managing juries
- _____ Maintaining witness registers
- _____ Scheduling interpreters
- _____ Arranging for security officers when necessary
- _____ Preparing annual reports and statistics (cases, pro tem, ADSAP)
- _____ Managing facilities (records storage, scheduling courtrooms, custodial, space management, etc.)

Chief Clerk and Urban Clerk Duties

- _____ Conducting district meetings to review policies and procedures
- _____ Publishing and enabling enforcement of local rules
- _____ Monitoring and evaluating district court clerks in each county
- _____ Implementing statutory changes
- _____ Preparing and managing district budget (billing counties, etc.)

Public Relations Duties

- _____ Conducting or coordinating speaking engagements or tours
- _____ Meeting with legislators
- _____ Serving as information resource to public, court, staff, and OJA
- _____ Developing public education programs
- _____ Coordinating media access

Chief Clerk and Urban Clerk Job Duties Worksheet

Not

Applicable

Duties

Technology Duties

Coordinating technology between departments or courts

Assessing technology needs

Managing technology training

Evaluating and selecting systems and lease and purchase arrangements

Training public

Performing troubleshooting and maintenance
