

KANSAS JUDICIAL BRANCH
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements simple, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration - original

PART I.

Employee Name: _____
 Job Title: Chief Clerk
 Urban Clerk
 District/County: / _____
 Department: _____
 Position Number: _____

PART II. The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

SECTION A. POSITION PURPOSE:

SECTION B. DUTIES:

Instructions: Place the letters *n/a* in the column next to the duties which are not a part of the employee's job responsibilities.

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

Not
Applicable

Duties

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 on deadline
- _____ Preparing vouchers on a timely basis

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

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

SECTION C. SUPERVISORY DUTIES:

List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Class Title	Position Number
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SECTION D. CERTIFICATION:

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supercedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

Employee Signature

Date

Rater Signature

Date

Appointing Authority Signature

Date