

Essential Job Duties

Employee Name: _____
 Job Title: **Clerk of the District Court I II III**
 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>Supervision Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing and implementing employee training and development <input type="checkbox"/> Evaluating employees <input type="checkbox"/> Disciplining employees <input type="checkbox"/> Managing employee leave <input type="checkbox"/> Providing guidance and information to staff <input type="checkbox"/> Developing policies and recommending procedures <input type="checkbox"/> Supervising necessary cross-training <input type="checkbox"/> Instituting new procedures or training for staff <input type="checkbox"/> Distributing workload evenly among employees <input type="checkbox"/> Coaching for performance: assisting, motivating and preparing subordinate personnel for advancement <input type="checkbox"/> Providing regular ongoing feedback to staff <input type="checkbox"/> Supporting and focusing on the vision, mission and goals of the Judicial Branch <input type="checkbox"/> Assisting coworkers <p>_____</p> <p>_____</p>	<p>Fiscal and Budget Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing and implementing court budget <input type="checkbox"/> Making purchase requests <input type="checkbox"/> Preparing the budget <input type="checkbox"/> Finding and fixing errors in receipting and disbursing <input type="checkbox"/> Receipting: transfers and adjustments <input type="checkbox"/> Disbursing of monies <input type="checkbox"/> Completing daily and month-end accounting in a timely manner <input type="checkbox"/> Maintaining accurate accounting records <input type="checkbox"/> Applying information from the district court clerks manual <input type="checkbox"/> Ensuring proper accounting procedures are followed <p>_____</p> <p>_____</p>	<p>Public Relations Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Working with the public in routine and difficult situations <input type="checkbox"/> Displaying friendly and helpful attitude to those who call or come to court for help <input type="checkbox"/> Establishing and maintaining effective communication with court officers, district employees, county commissioners and other agencies and department officials <p>_____</p> <p>_____</p>
<p>Human Resources and Personnel Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruiting and hiring <input type="checkbox"/> Managing timesheets <input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation <input type="checkbox"/> Handling grievances and complaints <input type="checkbox"/> Making staffing recommendations (number of personnel, distribution of personnel, etc.) <input type="checkbox"/> Ensuring staff coverage on a daily basis <input type="checkbox"/> Preparing personnel budget requests for submission to the Supreme Court <p>_____</p> <p>_____</p>	<p>Strategic Planning Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Projecting long term needs of the court in terms of space allocation, personnel, equipment and technology <input type="checkbox"/> Finding new and better procedures, equipment, training, etc. <input type="checkbox"/> Reviewing court needs and responding to the needs in a timely manner <p>_____</p> <p>_____</p>	<p>Technology Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Operating PC hardware/software associated with the court <input type="checkbox"/> Performing trouble-shooting and maintenance <input type="checkbox"/> Training public <p>_____</p> <p>_____</p>
<p>Clerk of the Court Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setting up and preparing cases <input type="checkbox"/> Ensuring proper case procedures <input type="checkbox"/> Serving on committees as assigned <input type="checkbox"/> Supervising and overseeing docketing <input type="checkbox"/> Serving as liaison with other agencies <input type="checkbox"/> Serving as treasurer for law library <input type="checkbox"/> Monitoring and overseeing bonding agencies <input type="checkbox"/> Managing juries <input type="checkbox"/> Maintaining witness registers <input type="checkbox"/> Scheduling interpreters <input type="checkbox"/> Arranging for security officers when necessary <input type="checkbox"/> Preparing annual reports and statistics (cases, pro tem, ADSAP) 	<ul style="list-style-type: none"> <input type="checkbox"/> Managing facilities (records storage, scheduling courtrooms, custodial, space management, etc.) <input type="checkbox"/> Issuing services of process and writs <input type="checkbox"/> Managing court records according to Rule 108 (ex: microfilm or off-site storage) <input type="checkbox"/> Processing and preparing records on appeal <input type="checkbox"/> Reviewing all essential parts of case files and correspondence <input type="checkbox"/> Filling in for another court when required <input type="checkbox"/> Interpreting laws, rules, policies and regulations 	<ul style="list-style-type: none"> <input type="checkbox"/> Preparing reports to various local and state agencies and OJA <input type="checkbox"/> Attending clerks conference or regional training sessions or substituting another clerk as district representative <input type="checkbox"/> Recognizing and correcting errors or problems before they escalate <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 _____