

Name: _____

Date: _____

(mm/dd/yy)

Kansas Judicial Branch Clerk of the District Court I, II, and III Job Duties Worksheet

Prior to updating the position description for the Clerk, both the rater and the 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 Clerk's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the Clerk performed during the evaluation period that are not listed. After the rater and Clerk have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the 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
_____	Instituting new procedures or training for staff
_____	Distributing workload evenly among employees
_____	Coaching for performance: assisting, motivating and preparing subordinate personnel for advancement
_____	Providing regular ongoing feedback to staff
_____	Supporting and focusing on the vision, mission and goals of the Judicial Branch
_____	Assisting coworkers
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Human Resource and Personnel Duties	
_____	Recruiting and hiring
_____	Managing timesheets
_____	Completing, submitting and maintaining other personnel and pay roll documentation
_____	Handling grievances and complaints
_____	Making staffing recommendations (number of personnel, distribution of personnel, etc.)
_____	Ensuring staff coverage on a daily basis
_____	Preparing personnel budget requests for submission to the Supreme Court
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Fiscal and Budget Duties	
_____	Developing and implementing court budget
_____	Making purchase requests
_____	Preparing the budget
_____	Finding and fixing errors in receipting and disbursing
_____	Receipting: transfers and adjustments
_____	Disbursing of monies
_____	Completing daily and month-end accounting in a timely manner
_____	Maintaining accurate accounting records
_____	Applying information from the district court clerks manual
_____	Ensuring proper accounting procedures are followed
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Not
Applicable

Duties

Strategic Planning Duties

- _____ Projecting long term needs of the court in terms of space allocation, personnel, equipment and technology
 - _____ Finding new and better procedures, equipment, training, etc.
 - _____ Reviewing court needs and responding to the needs in a timely manner
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Clerk of the 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
 - _____ 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.)
 - _____ Issuing services of process and writs
 - _____ Managing court records according to Rule 108 (ex: microfilm or off-site storage)
 - _____ Processing and preparing records on appeal
 - _____ Reviewing all essential parts of case files and correspondence
 - _____ Filling in for another court when required
 - _____ Interpreting laws, rules, policies and regulations
 - _____ Preparing reports to various local and state agencies and OJA
 - _____ Attending clerks conference or regional training sessions or substituting another clerk as district representative
 - _____ Recognizing and correcting errors or problems before they escalate
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Public Relations Duties

- _____ Working with the public in routine and difficult situations
 - _____ Displaying friendly and helpful attitude to those who call or come to court for help
 - _____ Establishing and maintaining effective communication with court officers, district employees, county commissioners and other agencies and department officials
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Technology Duties

- _____ Operating PC hardware/software associated with the court
 - _____ Performing trouble-shooting and maintenance
 - _____ Training public
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