

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: **Clerk of the District Court I** **II** **III**
 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 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
- _____ Instituting new procedures or training for staff
- _____ Distributing work load 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

Human Resource 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
- _____ Preparing personnel budget requests for submission to the Supreme Court

Not
Applicable

Duties

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

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

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

Not

Applicable

Duties

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

Technology Duties

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

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 supersedes 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