

# Essential Job Duties

Employee Name: \_\_\_\_\_  
 Job Title: Account Clerk II  Accounting Technician  Clerk Typist   
Records Clerk II  Records Clerk III  Trial Court Clerk II   
Trial Court Clerk III  Trial Court Clerk IV  Trial Court Clerk V   
Trial Court Clerk Coordinator  Word Processing Tech I   
 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><b>Supervision/Lead Worker Duties</b></p> <p>___ Developing and implementing employee training and development</p> <p>___ Evaluating employees</p> <p>___ Managing employee leave</p> <p>___ Providing guidance and information to staff</p> <p>___ Developing policies and recommending procedures</p> <p>___ Supervising necessary cross-training</p> <p>___ Distributing workload evenly among employees</p> <p>___ Recruiting and hiring</p> <p>___ Managing timesheets</p> <p>___ Completing, submitting and maintaining other personnel and payroll documentation</p>	<p><b>Court Duties</b></p> <p>___ Setting trials and hearings</p> <p>___ Tracking and monitoring the location of court files and record materials</p> <p>___ Preparing files and indexes</p> <p>___ Informing jury clerk of jury trial schedules</p> <p>___ Issuing summonses and information for jury duty</p> <p>___ Setting and removing cases from trial calendar</p> <p>___ Entering appearance dockets timely and accurately</p> <p>___ Preparing quarterly case termination reports</p> <p>___ Preparing weekly statistics</p> <p>___ Completing statistical tracking in a timely manner</p> <p>___ Handling caseflow management measures in a timely manner</p> <p>___ Issuing court documents in a timely manner (summons, subpoenas, garnishments, etc.)</p> <p>___ Following state and local court policies and procedures</p> <p>___ Handling problems in the absence of the clerk</p> <p>___ Applying information from manuals to complete transactions</p> <p>___ Working in other offices as assigned</p> <p>___ Finding and correcting errors</p> <p>___ Serving as bailiff</p> <p>_____</p> <p>_____</p>	<p><b>Public Relations Duties</b></p> <p>___ Working with public in routine and difficult situations</p> <p>___ Serving as information resource to public, court, staff, and OJA</p> <p>___ Providing courteous service to coworkers and public</p> <p>_____</p> <p>_____</p>
<p><b>Fiscal and Budget Duties</b></p> <p>___ Purchasing</p> <p>___ Receipting and adjusting</p> <p>___ Disbursing money</p> <p>___ Transferring money</p> <p>___ Completing month-end and year-end reconciliation</p> <p>___ Handling investment accounts</p> <p>___ Balancing daily transactions accurately</p> <p>___ Balancing monthly transactions accurately</p> <p>___ Completing required reporting forms</p> <p>___ Vouchering</p> <p>_____</p> <p>_____</p>	<p><b>Office Duties</b></p> <p>___ Copying, sorting and filing documents</p> <p>___ Reviewing files and/or documents for accuracy and completeness</p> <p>___ Preparing records for microfilming or scanning</p> <p>___ Maintaining records</p> <p>___ Stamping and preparing incoming and outgoing mail (pickup and delivery)</p> <p>___ Screening visitors and callers</p> <p>___ Answering phones in a professional and courteous manner</p> <p>___ Maintaining appointment calendar</p> <p>___ Taking and transcribing dictation accurately</p> <p>___ Operating office equipment: computers, software programs, copiers, phones, recording equipment, etc.</p> <p>___ Composing letters and documents</p> <p>___ Handling requests for information</p> <p>___ Maintaining office supplies</p> <p>___ Inventorying property</p> <p>_____</p> <p>_____</p>	

I have reviewed the duties for this position and I have designated the duties which are essential.