

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: _____
- 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 Technician I

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/Lead Worker Duties

- _____ Developing and implementing employee training and development
- _____ Evaluating employees
- _____ Managing employee leave
- _____ Providing guidance and information to staff
- _____ Developing policies and recommending procedures
- _____ Supervising necessary cross-training
- _____ Distributing workload evenly among employees
- _____ Recruiting and hiring
- _____ Managing timesheets
- _____ Completing, submitting and maintaining other personnel and payroll documentation
- _____ Handling grievances and complaints
- _____ Ensuring staff coverage on a daily basis
- _____ Serving as a coach or mentor to other employees
- _____ Providing regular ongoing feedback to staff
- _____ Assisting coworkers
- _____ Coordinating office management efforts with the chain of command

Not
Applicable

Duties

Fiscal and Budget Duties

- _____ Purchasing
- _____ Receipting and adjusting
- _____ Disbursing money
- _____ Transferring money
- _____ Completing month-end and year-end reconciliation
- _____ Handling investment accounts
- _____ Balancing daily transactions accurately
- _____ Balancing monthly transactions accurately
- _____ Completing required reporting forms
- _____ Vouchering

Court Duties

- _____ Setting trials and hearings
- _____ Tracking and monitoring the location of court files and record materials
- _____ Preparing files and indexes
- _____ Informing jury clerk of jury trial schedules
- _____ Issuing summonses and information for jury duty
- _____ Setting and removing cases from trial calendar
- _____ Entering appearance dockets timely and accurately
- _____ Preparing quarterly case termination reports
- _____ Preparing weekly statistics
- _____ Completing statistical tracking in a timely manner
- _____ Handling caseflow management measures in a timely manner
- _____ Issuing court documents in a timely manner (summons, subpoenas, garnishments, etc.)
- _____ Following state and local court policies and procedures
- _____ Handling problems in the absence of the clerk
- _____ Applying information from manuals to complete transactions
- _____ Working in other offices as assigned
- _____ Finding and correcting errors
- _____ Serving as bailiff

Office Duties

- _____ Copying, sorting and filing documents
- _____ Reviewing files and/or documents for accuracy and completeness
- _____ Preparing records for microfilming or scanning
- _____ Maintaining records
- _____ Stamping and preparing incoming and outgoing mail (pickup and delivery)
- _____ Screening visitors and callers
- _____ Answering phones in a professional and courteous manner
- _____ Maintaining appointment calendar
- _____ Taking and transcribing dictation accurately
- _____ Operating office equipment: computers, software programs, copiers, phones, recording equipment, etc.
- _____ Composing letters and documents
- _____ Handling requests for information
- _____ Maintaining office supplies
- _____ Inventorying property

Not

Applicable Duties

Public Relations Duties

- _____ Working with public in routine and difficult situations
- _____ Serving as information resource to public, court, staff, and OJA
- _____ Providing courteous service to coworkers and 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 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