

## BUFFALO COUNTY, NEBRASKA

OFFICE: Clerk of the District Court

POSITION: Assistant Clerk II

### DEFINITION OF WORK:

This is responsible clerical work in the District Court office under supervision of the Clerk of the District court and /or Chief Deputy.

Work involves responsibility of performing a variety of clerical functions; filing and typing; use of a computer; ability to follow moderately complex directions.

### ESSENTIAL FUNCTIONS:

NOTE: The following is not necessarily an all-inclusive listing of duties associated with this job. Additional duties may be added or deleted as needed by the Clerk of the District Court and /or Chief Deputy.

- Maintain confidentiality, accuracy and completeness in all job tasks.
- Acts as a receptionist, answers telephone, and give routine information to the public.
- Complete gun checks for permits.
- Receipt payments.
- Process mail.
- File stamp pleadings.
- Handling money and court records with extreme accuracy.
- Performs various clerical and secretarial duties of this office as directed by the Clerk and/or Chief Deputy.
- File.
- Compile new case files.
- Will train to become Certified Agent to process passport applications.
- Ability to prioritize and complete work within designated period.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

- Good customer service skills.
- Have knowledge of office equipment, including computers.
- Must have a working knowledge of office procedures and develop skills in procedures already established by this office.
- Ability to follow oral and written instructions.
- Must have good interpersonal skills and demonstrate ability to work in stressful situations involving the public, attorneys, and changing office routine.

**DESIRABLE EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School diploma or its equivalent required.
- Have working knowledge of basic office equipment, including computers and demonstrate 50 wpm typing ability.
- Excellent organizational and interpersonal skills.
- Have ability to make arithmetical computations accurately.

**ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**

- Periods of prolonged sitting, stooping, and ability to lift 50 pounds if required.
- Some climbing ladders and stairs required.