

BUFFALO COUNTY, NEBRASKA

OFFICE: Clerk of the District Court

POSITION: Administrative Assistant

DEFINITION OF WORK:

This is responsible complex 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; scanner; printer etc; 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.
- Complete various required court forms.
- Receipt payments.
- Handling money and court records with extreme accuracy.
- Add new search warrants as new cases.
- Accept E-Filings.
- Prepare daily deposit of all monies received.
- Will train to become Certified Agent to process passport applications.
- Process new bonds.
- Backup Bailiff in their absence.
- Provide support for other office members, i.e. answer telephone, assist public at counter.

MARGINAL FUNCTIONS:

- Performs various clerical and secretarial duties of this office as directed by the Clerk and/or Chief Deputy.
- Assume duties of other staff members in their absence
- Ability to prioritize and complete work within designated time frame
- Acts as a receptionist, answers telephone, and give routine information to the public
- Input judgments and other orders into the Justice System.
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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 60 wpm typing ability.
- Excellent organizational and interpersonal skills.
- Have ability to make arithmetical computations accurately.
- Accounting/law office experience or equivalent education.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

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