

## BUFFALO COUNTY, NEBRASKA

OFFICE: Clerk of the District Court

POSITION: Assistant Clerk III

### DEFINITION OF WORK:

Duties involve variety of clerical functions; filing; use of a computer; scanner; printer etc.; and ability to follow moderately complex directions under the supervision of the Clerk of the District Court and/or Chief Deputy.

### 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.
- Process gun checks for permits.
- Receipt payments.
- Process mail.
- Handling money and court records with extreme accuracy.
- Scan pleadings and file.
- Compile new case files.
- Add new pleadings onto Justice.
- Process e-noticed cover sheets.
- Jury notification process.
- Must be a Certified Agent to service customers requesting passports and process. Training provided.
- Main processing of the passport transmittal.

### MARGINAL FUNCTIONS:

- Assume duties of other staff members in their absence.
- Performs various clerical and secretarial duties of this office, including answering telephone, and giving routine information to the public as directed by the Clerk and/or Chief Deputy.
- Ability to prioritize and complete work within designated period.
- Add new cases onto Justice and scan/backup.
- Complete various required court forms.
- Process e-filed documents/backup.

#### 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.
- Excellent organizational and interpersonal skills.
- Have ability to make arithmetical computations accurately.
- Type with accuracy.
- Must have good interpersonal skills and demonstrate ability to work in stressful situations involving the public, attorneys.

#### DESIRABLE EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma or its equivalent required.
- Prior clerical or office experience preferred.

#### 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.