

MIDLAND COUNTY

COURT OFFICER/CLERK

General Summary

Under the supervision of a District Court Judge, serves as court officer for an assigned courtroom including assisting in maintaining order in the courtroom area, directs parties to proper area, taking charge of juries, and provides general assistance to the Judge. Maintains records of specified actions in court and makes entries to the file and prepares necessary forms. Performs a variety of clerical support tasks.

Essential Functions

1. Opens the courtroom and ensures its readiness for court proceedings. May direct parties to the proper area and provides schedule and procedural information to attorneys, jurors and others.
2. Calls cases into court and opens court by announcing entrance of the Judge. Calls witnesses, administers oaths.
3. Calls and administers oath to jurors; escorts jurors to and from the courtroom and sequesters them as necessary.
4. Enters specified court actions to the file while in court, prepares disposition and other forms and provides related courtroom assistance to the Judge.
5. Conducts juror orientation and maintains juror records for attendance and payment.
6. Assists the Judge in maintaining order in the courtroom. Monitors individuals in the courtroom when court is in session. Notifies the Sheriff's Department of need for security.
7. Retrieves case files from the Court Clerk's Office for the next day's schedule.
8. Provides general assistance to the Judge by retrieving files, locating law books and related tasks. Updates the law books of the Court.
9. Regularly works with the various divisions of the Court and enters data to the computer, retrieve information from computer and adds to appropriate file, and assists in maintaining court files.

Other Functions

10. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

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Employment Qualifications

Education: High school graduation or its equivalent.

Experience: One year of experience preferably in a court, law enforcement agency, or law office providing knowledge of legal terminology and court procedures.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access courtroom and various locations of the court.

Ability to access various files throughout the court.

Ability to operate copying machine, calculator, printer, fax machine, and other office equipment.

Ability to input and access information to a computer.

Ability to lift and carry files to work area.

Working Conditions:

Works in office conditions and the courtroom.

Regular contacts with persons charged and/or convicted of criminal offenses.