



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** District Court Specialist

**FLSA:** Non-Exempt

**DEPARTMENT:** District Court

**REVISED:**

**Summary:** Under direct supervision, performs a variety of clerical functions within an assigned area of the Clerk of District Court Office.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs various customer service activities including answering phones and assisting walk-in customers; responds to inquiries and provides information to the general public, attorneys and outside agencies; calculates, collects and receipts fees.
- Performs docketing functions including examining/determining acceptability of documents to be filed, entering data into the computer system, updating files, fastening documents into files, organizing/certifying documents, and following up on files/documents that require further processing.
- Coordinates and performs journalizing activities for assigned area as required.
- Processes abatements, court orders, mass orders and appeals including coordinating correspondence, documentation and filing; issues bench warrants and summons; processes notices of delinquency as required.
- Certifies various documents for assigned work area including pulling relevant files, copying and certifying documents and/or orders per requirements.
- Performs a variety of general office duties including copying and distributing forms/documents, receiving/sorting incoming mail, and processing outgoing certified mail.
- Processes, retrieves, maintains and transfers files for assigned area of work.
- Provides backup assistance to other departments as required.
- Prepares and processes daily bank deposits as required.
- Coordinates and maintains office supply inventory; organizes supply storage area as required.
- Performs other duties specific to area of assignment as assigned or required.
- Calculates, collects and receipts fees for new cases, records checks, and copies.
- Processes returns for the Sheriff's Department and private process servers.
- Issues warrants, summonses, subpoenas and writs.
- Certifies documents and mailings; enters defaults.
- Processes and maintains confidentiality of information and records.
- Provides assistance with calling jurors for duty; enters jury excusals; processes and tracks juror questionnaires; coordinates juror payments.
- Issues notices of garnishment and executions; receipts and disburses funds.
- Performs other duties as assigned or required.



# LARAMIE COUNTY

## JOB DESCRIPTION

### Knowledge and Skills:

- Knowledge of Clerk of District Court activities and services.
- Knowledge of laws, statutes and regulations applicable to the activities of area of specialization.
- Knowledge of customer service standards and protocol.
- Knowledge of general accounting and cash handling processes.
- Knowledge of general legal terminology.
- Knowledge of all aspects of daily operations relative to an assigned area within the clerk of district court office.
  
- Skill in effectively dealing with and providing customer service assistance to the general public.
- Skill in accurately performing a variety of clerical activities within a court environment.
- Skill in ensuring the confidential, accurate and timely processing of all documentation and files.
- Skill in liaising with attorneys and relevant outside agencies.

### Minimum Qualifications:

High School Diploma or equivalent; two years clerical experience in a legal or court setting; or an equivalent combination of education, training and experience.