



## CLARK COUNTY

Department of Human Resources  
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### **INVITES APPLICATIONS FOR THE POSITION OF: DISTRICT/FAMILY COURTROOM CLERK I/II**

Department Name: District Court  
Exam Number: 15020

#### **SALARY**

\$38,584.00 - \$64,500.80 Annually

**OPENING DATE:** 05/18/18

**CLOSING DATE:** 06/01/18 05:01 PM

#### **ABOUT THE POSITION:**

Ensures that all case files, documentation and participants are organized and available for efficient and effective District and Family courtroom operations; acts as liaison between the court and proceeding participants, maintains audio, video and manual records of court proceedings and follow up as required.

District/Family Courtroom Clerk I - is the entry-level class in the technical court support class series. Initially under close supervision, incumbents learn and perform the more routine duties while learning County and District Court policies and procedures. As experience is gained, duties become more diversified are performed under more general supervision. This class is alternately staffed with District/Family Courtroom Clerk II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

District/Family Courtroom Clerk II - is an experienced court office support class, familiar with terminology, procedures and documents found in the District and Family court systems. Responsibilities include frequent contact with court officials, attorneys and the public and the interpretation and application of rules and regulations in situations, which may require tact and judgment. This class is distinguished from other legal office support classes in that they center around court operations and activities, rather than the processing of legal documents. It is further distinguished from District/Family Courtroom Clerk Supervisor in that the latter is the first full supervisory level in this class series.

District/Family Courtroom Clerk I - \$38,584.00 - \$59,737.60

District/Family Courtroom Clerk II - \$41,600.00 \$64,500.80

**This recruitment is limited to the first 250 applications received, and will close without notice, regardless if the closing date has been reached, when that number is received.**

The successful candidate will start at the minimum of the salary range.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months at either level or may be extended as needed by the Office of Human Resources. The D/F Courtroom Clerk I is a training underfill position: upon successful completion of the probationary period (520 hours worked to 2,080 hours worked) and the training program, which is up to two (2) years, the successful candidate will be non-competitively promoted to D/F Courtroom Clerk II.

SOME POSITIONS MAY BE GRANT FUNDED. GRANT FUNDED POSITIONS ARE SUBJECT TO CONTINUATION BASED ON AVAILABILITY OF GRANT FUNDS AND THE EMPLOYEE WILL BE TERMINATED WITHOUT RIGHT OF APPEAL WHEN SUCH FUNDS ARE NO LONGER AVAILABLE.

### **MINIMUM REQUIREMENTS**

District/Family Courtroom Clerk I - Equivalent to graduation from high school, AND two (2) years of full-time clerical or office support experience, one year of which is in a legal or court setting.

NOTE: Must type at a net rate of 50 words per minute. Must have a verifiable certification in shorthand/speedwriting and be able to take dictation by hand at a net rate of 70 words per minute and transcribe it accurately. If not certified at time of hire, must agree to become certified in typing at a net rate of 50 words per minute and in shorthand/speedwriting and be able to take dictation by hand at a net rate of 70 words per minute and transcribe it accurately within twelve (12) months from the date of hire.

District/Family Courtroom Clerk II - In addition to the above: One (1) year of full-time experience in recording actions and assisting courtroom activities in a District, Family, or similar court setting. Must be able to independently perform the functions required of a District/Family Courtroom Clerk.

### **EXAMPLES OF DUTIES**

Prepares and distributes court calendars; ensures that all files, documents, evidence and other materials are available and organized prior to the beginning of court session. Ensures that court officials and all participants are made aware of the case under consideration. Attends court, administers oaths, swears in juries and others, maintains audio, video and manual records of actions taken and prepares minute orders which summarize proceedings and actions. Reviews orders and other legal documents to ensure accuracy and compliance with the Court's order and/or proceedings; maintains a tracking system of these documents. Maintains chain of evidence and ensures security of all property, files and documents; marks exhibits as required. Sets cases for hearing, being cognizant of participant schedules, bind over regulations and other required deadlines; maintains current records on case status. Responds to inquiries and provides factual information regarding court proceedings to attorneys, court and law enforcement officials, County staff and the public. Maintains liaison with attorneys; assigns appointments and ensures that attorneys have been notified. Composes a variety of correspondence and other written materials from instructions or brief notes; types or word processes a variety of materials. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. May direct the work of and instruct others in court procedures. Maintains accurate records and files; may prepare periodic or special reports related to work performed. Uses standard office equipment, including a computer, in the course of the work.

### **PHYSICAL DEMANDS**

Mobility to work in a typical office setting and use standard office equipment, strength to lift files weighing up to 30 pounds, strength to push/pull carts weighing up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

*An Equal Opportunity Employer*

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## **DISTRICT/FAMILY COURTROOM CLERK I/II Supplemental Questionnaire**

\* 1. **I understand that:**

**A) My answers to these supplemental questions will be reviewed and scored by subject matter experts;**

**B) Examination scores may be used to select candidates for interviews;**

**C) The education and experience cited in my answers to these supplemental questions must be clearly documented in the "Education" and "Work Experience" sections of the application;**

**D) I must complete these supplemental questions, in my own words, in order for my application to be evaluated;**

**E) "See Resume" is not a substitute for any of the required information, and in fact my resume will not be used to evaluate my application or supplemental assessment;**

**F) Language copied word-for-word from a job description or job posting will not be evaluated;**

**G) I may be called upon to demonstrate my expertise, in a work situation, as part of the selection process.**

I have read and understand the above information regarding completion of the following supplemental questions.

- \* 2. Please list degrees (or college course work if no degrees) received in Business, Public Administration or a field closely related to the work. (Not Rated)

- \* 3. List all courses/seminars/ training completed that are directly related to the position. (Not Rated) When listing courses/seminars/training, be specific about the administering institution. (see template below).

College/University:

Did you graduate:

College Major/Minor:

Units Completed:

Degree Received:

- \* 4. List all current and valid professional certifications relevant to this position. (Not Rated)

Certification:

Name of agency or institution administering the certification:

- \* 5. Describe in detail your professional experience working in a legal setting: • attending court • administering oaths • swearing in juries • taking minutes by shorthand or speed writing • transcribing and preparing minutes • generating and processing reports • etc. Please be specific as to what type of setting (i.e. attorney's office, court system, law enforcement, etc.). Include the following in your response: • How often you performed this task? • How much time you were allowed to transcribe the notes into a written document? • What was the document's purpose? (Maximum 25 points).

Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- \* 6. Describe in detail your professional work experience with organizing and compiling data and documents, general record keeping and processing (court calendars, legal documents, files, chain of evidence) and security of files, documents and evidence in a court or legal setting. (Maximum 10 points).

Complete a separate entry (see template below) for each employer where your experience

was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- \* 7. Describe in detail your professional experience in operating personal computers and/or court-related software systems to perform office tasks. Include the following in your response: • The type(s) of court-related system/word processing software (Blackstone, Odyssey, WordPerfect, Word, etc.) you have used. • The type(s) of documents, reports, etc., you have generated from each software application. (Maximum 5 points). Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- \* 8. Describe in detail your professional experience working in a confidential environment or with confidential material or information. Include also your experience in dealing with court and law enforcement officials, attorneys, court participants and the general public. Include the following in your response: • The type of confidential material or information you handled. • The types of individuals you dealt with in a legal setting. (Maximum 5 points). Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- \* 9. Describe in detail your professional experience in responding to inquiries and providing factual information to attorneys, court and law enforcement officials, and the public regarding court proceedings. Please give examples of the type of information you provided. (Maximum 5 points).

Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- \* Required Question