



# **DISTRICT/FAMILY COURTROOM CLERK I**

Class Code:  
N01561

Bargaining Unit: SEIU-General Unit

CLARK COUNTY  
Established Date: Feb 1, 1996  
Revision Date: Mar 17, 2016

## **SALARY RANGE**

\$18.55 - \$28.72 Hourly  
\$1,484.00 - \$2,297.60 Biweekly  
\$3,215.33 - \$4,978.13 Monthly  
\$38,584.00 - \$59,737.60 Annually

## **JOB SUMMARY/CLASS CHARACTERISTICS:**

### **JOB SUMMARY:**

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.

### **CLASS CHARACTERISTICS:**

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 and 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.

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

**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.**

**NOTE: Must have a verifiable typing certification documenting a minimum typing proficiency of 50 net words per minute and a verifiable certification in shorthand/speedwriting documenting the ability to take dictation by hand at a net rate of 70 words per minute and transcribe it accurately. Typing certification and Shorthand/speedwriting certification required at the time of application for employment consideration as a D/F Courtroom Clerk II.**

**Working Conditions:** Work with exposure to potentially difficult or dangerous individuals. Work with exposure to potentially hazardous evidence materials. Work extended shifts or be called back in unusual situations.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

## **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.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

District/Family Courtroom Clerk I - Computer applications related to the work; standard office practices and procedures, including filing and the operation of standard office equipment; business letter writing and the standard format for typed materials; record keeping principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone; basic legal terminology and court procedures.

District/Family Courtroom Clerk II - In addition to the above: Policies, procedures, rules and regulations related to the district court to which assigned; legal and court terminology.

Skill in:

District/Family Courtroom Clerk I - Understanding and following oral and written directions; composing correspondence, minute orders and related materials independently or from brief instructions; maintaining accurate case and office records and files; organizing own work, setting priorities and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of the work; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds. NOTE: Typing at a net rate of 50 words per minute from printed copy.

District/Family Courtroom Clerk II - In addition to the above: Organizing court activities and recording court proceedings accurately; interpreting, applying and explaining applicable codes and regulations; using initiative and independent judgment within established procedural guidelines.

NOTE: 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. Shorthand/speedwriting certification required at the time of application for employment consideration as as a D/F Courtroom Clerk II. If hired as a D/F Courtroom Clerk I, must agree to become certified 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.

## **SALARY SCHEDULE:**

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