

NEW MEXICO JUDICIAL BRANCH

Court Clerk 1

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under close supervision process court documents, accurately receipt and reconcile court fines and fees and provide customer service. This is an entry level job classification.

QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: One (1) year of experience in a general secretarial or related field.

Experience Substitution: Attainment of the Judicial Studies Certificate will substitute for one (1) year of experience or additional post-secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience.

Typing Certification: At the discretion of the Administrative Authority a typing certification from the New Mexico Department of Workforce Solutions (www.dws.state.nm.us) may be required for the entire Court Clerk Series within that Judicial Entity. If certification is required, a typing proficiency score of at least 35 net words per minute is mandatory. The New Mexico Workforce Connection Certification must have been issued within two (2) years of application. (Added 11/5/09)

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of customer service practices; proper English usage, grammar and punctuation; computer software applications (i.e., word processing, spreadsheets, databases, e-mail and Internet); filing systems (i.e., alpha, color-coded and numerical); general office and cash handling practices; and office equipment (i.e., telephone, printer, copier, fax, scanner, and calculator).

Skill & Ability: **Skill in** concentration and attention to detail; maintaining confidentiality; being organized; multi-tasking; communicating effectively both orally and in writing; active listening; providing good customer service; using good telephone etiquette; using common sense; filing; typing and entering data precisely; handling money and calculating sums; knowing when to seek assistance; and reading comprehension. **Ability to** use a computer and computer software; accurately enter data; establish priorities and meet deadlines; work independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; understand legal terminology; research and retrieve information; apply relevant policies and procedures to assigned work; think clearly, assimilate information and provide an accurate response; read almost illegible hand writing; maintain accurate files and records; make decisions; retain information; maintain patience; deal with difficult people; work as a team member; learn quickly; research, analyze and solve problems; be empathetic, impartial, fair and objective; establish and maintain cooperative working relationships; receive and follow directions; and appraise situations and recognize safety and security issues.

EXAMPLES OF WORK PERFORMED

Case and Document Processing - Prepare and process all court work in a timely, prompt, accurate, complete, proper and efficient manner; docket all cases received/enter case data and process into the case management system; ensure court rules and procedures are followed as cases are processed; set arraignments, hearings and trials; prepare and mail out documents such as notices and final orders; track cases to ensure compliance with case type, sentencing requirements and follow through with necessary steps, which may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions; and close case when appropriate. **Financial Responsibilities** - Receipt and distribute all incoming monies; and balance and reconcile daily cash receipts and file receipt of fees into appropriate case file. **Customer Service** - Provide information and customer assistance at the counter or via telephone (without giving legal advice) to the public (i.e., pro se litigants, attorneys, reporters, law enforcement, other judicial agencies, co-workers, supervisors and judges). **General Clerical** - Maintain and file documents into case files; copy, fax, stamp and file documents; prepare exhibits and hard copy case files; process and distribute mail; scan all files appropriately for file destination and image case documents into the case management system; and provide backup to other court clerical personnel. **Research** - Research automated, hard-copy and microfiche files for case status data and provide accurate information. **May** ensure judicial calendars are maintained; act as a jury clerk; assist court monitor; coordinate and schedule meetings; and perform reception duties.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office or court setting. The work is performed in an often fast paced and stressful work environment. While performing the duties of the job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand for hours and walk often, lift, climb ladders, kneel/stoop, move, pull and carry up to forty (40) pounds; travel, work overtime and/or flexible work hours including shift work (24/7), weekends and holidays; and exposed to fluctuating building temperatures. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved in court cases, disturbing or hazardous court exhibits and contagious health conditions.

Dev: 5/22/00 - Judicial Specialist Trainee
Revised: 4/13/07 - Court Clerk 1
Added optional typing certification: 11/5/09