

Courtroom Clerk
Judicial Tech II
Salary \$32,014.98 - \$51,224.17

JOB SUMMARY

Under close to general supervision, undertakes and performs a variety of tasks associated with the handling of statutory and/or locally required Clerk of Superior Court functions within the courtroom. Provides the official record of court activities and assists the Office of the Clerk of Superior Court in performing a variety of pre-court preparation and post-courtroom activity follow-up. As experience is gained, incumbents work more independently on an expanded variety of assigned duties.

REPORTS TO:

Receives general direction from the Courthouse Division Manager/Supervisor. **This is an unclassified at-will position. At-will employees are appointed by and serve at the will of the Clerk of the Superior Court.**

ESSENTIAL JOB FUNCTIONS

- File pleadings and legal documents from court into computer database system; scan, index, and record court case information and legal documents; audit and review data for accuracy; maintain accurate records and filing systems.
- Process various court-related documentation in accordance with court procedures and time frames: assist in preparing, receiving, responding to, and processing subpoenas, court orders, hearings, continuances, bench and probation warrants, case initiation documents, case dispositions, citations, deeds, or other legal documents; receives and date stamps legal documents; distribute and submit information and legal documents to appropriate parties; review, verify, and file documentation and records
- Provides a variety of pre-and in-court services related to the preparation, operation and follow-up of court activities; gathers, reviews, updates and brings court files to court; determines completeness of court file.
- Maintain and replenish courtroom forms and other supplies as needed. Provide paperwork to judicial officers, attorneys, litigants, and others as required. Accept and file documents submitted in court.
- Retrieves and accounts for all files on court calendar and returns with updates when court session is completed; locates and retrieves files for attorneys and the general public; verifies accuracy and completeness of file contents and file locations.
- Attends court sessions, hearings and trials; checks electronic and manual recording systems; as instructed/required, calls cases, swears witnesses and/or provides other assistance and support related to the operation of the courtroom.
- Takes minutes of court activities; transcribes minute entries into the official court record.
- Maintains and replenishes courtroom forms and other supplies as required. Provides paperwork to judicial officers, attorneys, litigants and others as required.
- Accepts and files documents submitted in court.

- Assists in the jury process; calls jurors to the jury box; as authorized, assists the judicial officer in conducting juror examination; updates and maintains juror records of attendance and related functions.
- Marks exhibits; maintains responsibility for “chain of custody”; secures exhibits during trial.
- Provides assistance and support to attorneys, litigants, witnesses and others as authorized and/or instructed.
- Serves as a liaison between the court, judicial officer and others having business with the court.
- Provides legal information without providing legal advice within the scope of designated authority.
- Scans documents; checks scanned images for completeness and image quality.
- Enters or retrieves data for transmittal to GSCCCA and GCIC
- Assists in case scheduling and related areas; provides alternative dates for consideration related to subsequent court proceedings as required; issues court processes, notices and related court documents.
- Delivers required case files and maintains control of files until court is completed
- Updates and maintains a variety of electronic and manual recording systems, statistical, financial and related records and files.
- As required, provides assistance and service in a variety of areas within the office of the Clerk of Superior Court; works at the counter as needed; assists users of court services in person, on the phone and/or by mail.
- Assists in training others in processes.

SPECIAL REQUIREMENTS

- Ability to be available to work hours as needed or necessary including, but not limited to, attending court outside normal business hours.
- Must be able to manage multiple items at the same time, prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality;
- Must be bondable by a surety company.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Georgia Supreme Court state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and directives
- Knowledge of Cobb county and specific court policies and procedures.
- Knowledge of the principles of record keeping, bookkeeping, case and caseflow management, jury management, automation, and office operations.
- Knowledge of court processes, procedures and legal terminology.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.

- Skill in reading, understanding, interpreting and applying relevant city, county, Georgia Supreme Court, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments. Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in establishing and maintaining effective working relations with co-workers, representatives from other court and non-court-related governmental agencies, law enforcement, attorneys, prosecution and defense bar, victims, witnesses, jurors, the general public, the news media and /or others having business with the courts of Georgia.
- Skill in operating a personal computer utilizing a variety of commonly used and/or specialized software and/or operation systems/applications.

Ability to:

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Cobb County Merit Rules, Administrative Procedures, Department Regulations, and the Code of Conduct for Judicial Employees.
- Ability to take notes of courtroom and related activities and transcribe them with speed and accuracy.
- Ability to maintain confidentiality and work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to remain focused on work tasks in a busy office setting

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 20 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

An associate degree in Justice Studies or related field years of relevant, progressively responsible legal secretarial, clerical or customer service or closely related experience, type 50 words per minute, OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SUBSTITUTION FOR LEGAL CLERICAL EXPERIENCE

Two (2) or more years of experience performing clerical functions in a legal office or court environment (e.g. paralegal, legal assistant, administrative assistant or legal secretary in a law firm)

Only candidates that meet all the minimum requirements above will be considered.