JOB DESCRIPTION

FILE CLERK

Department:	Municipal Court	**Grade/Classification:**	15L Part-time
Division:	Municipal Court	**FLSA Status:**	Non-Exempt
Reports to:	Judge	**Date Approved:**	2008
		Date Revised:	2014

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specific position. Therefore, description/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under supervision perform general clerical and other duties as assigned for the Municipal Court.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. File all court documents; create new file pockets for new case records and ensure the contents of file pockets are placed in order; enter, update and retrieve information into Nevada Criminal Justice Information System (NCJIS).
3. Process bench warrants using the Nevada Criminal Justice Information System (NCJIS); locating new contact information for individuals in bench warrant status; process correspondence.
4. Locate and withdraw files as needed for the work of the court or staff and handle refilling.
5. Perform general clerical support to the Municipal Court.
6. Operate a variety of office equipment, including a computer terminal.
7. Be dependable and meet acceptable attendance requirements at all times.
8. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or written.
B. Assist in department operations and perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Court procedures and documents.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment, programs applications and uses.
- Good public relations skills.

Ability to:

- Type at a speed necessary for successful job performance.
- Maintain confidentiality of work.
- Perform routine clerical work.
- Work independently with minimal supervision.
- Understand and follow oral and written instructions.

- Communicate effectively, both orally and in writing.
- Operate and use modern office equipment including computer, court computer software and public safety computer software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work flexible hours.

Experience, Education, Training, Skill, License or Certificate:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: One- year court, clerical or reception experience.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements :

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids. Risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: July 2008
Revised September 2014