



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	Assignment Clerk
IMMEDIATE SUPERVISOR:	Assignment Commissioner
WORKING HOURS:	Monday- Friday 8am-5 pm
STARTING SALARY:	\$23.60 p/h. Position is subject to 180-day probationary period.
MINIMUM REQUIREMENTS:	High School Degree or GED required. Minimum of two (2) years of experience in customer service, clerical work, computer operations and data entry; familiar with standard concepts, practices, and procedures within the Court System preferred. Strong computer skills: experience with Adobe Acrobat Reader and proficient with Microsoft Office applications, including but not limited to Microsoft Word and Microsoft Excel. Excellent and accurate typing or data entry skills. Experience multitasking while providing a high level of customer service.
Unclassified non-exempt	

POSITION SUMMARY:

The Assignment Clerk is responsible for maintaining daily hearing schedules for all Judges, Visiting Judges and Juvenile/Domestic Magistrates.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Schedules initial and continued court dates before all judges, visiting judges, and juvenile and domestic magistrates for all case types and hearing types. Scheduling is done either through a date certain provided by the courtroom, or a date range provided by the courtroom or the case management system.
2. Monitors the Court's electronic filing system for case or motion filings that need court dates scheduled or re-scheduled. Submits electronic filings by scanning and uploading to the Court's electronic filing system.
3. Answers general, non-legal questions in person and by telephone pertaining to court hearings for attorneys and the general public. Includes: directing attorneys and general public to assigned/designated courtrooms for hearings or questions; confirming court hearing dates with required participants via telephone or in person.
4. Assist the magistrates, visiting judges and court officers with schedules and files. Review and schedule judges' daily docket and Civil Protection Order hearings.
5. Distribute reports and dockets to judges, visiting judges, domestic and juvenile magistrates, and other departments of the Court to bailiffs, court officers, child support liaison, detention personnel, and others as needed.
6. Perform general clerical tasks (copying, faxing, screening calls, taking messages, scanning documents, etc.).
7. Performs other related duties as requested by Assignment Commissioner and Assistants.
8. Performs other duties as assigned.

SECONDARY RESPONSIBILITIES:

- Assist the court officers and bailiffs with questions regarding dockets.
- Call sheriff with any disturbance.
- Troubleshooting questions and situations that may arise from the public, court staff, or attorneys.
- Direct people to other courts, departments, the law library, and the Self Represented Resource Center.
- Order supplies and assist with forms.
- Refer attorneys and litigants to appropriate staff members for assistance

CORE COMPETENCIES / KSA'S:

Equipped with the functional and technical knowledge of the Court's Policies and Procedures and skills to do the job with a high level of accomplishment.

Ability to multitask in a fast pace environment.

Strong computer skills; experience with Adobe Acrobat Reader and proficient with Microsoft Office applications, including but not limited to Microsoft Word and Microsoft Excel.

Excellent and accurate typing or data entry skills.

Deals with concepts and complexity comfortably

Learns quickly

Dedicated to meet the expectations and requirements of staff, management and external customers

Relates well to all kinds of people; practices attentive and active listening

Establishes and maintains effective relationships with staff

Is seen as a team player and is cooperative