

MINNESOTA DISTRICT COURT 7TH JUDICIAL DISTRICT			
COURT CLERK LEADWORKER			
OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
Stearns County Court Administration St. Cloud, MN	Court Clerk Leadworker Nonexempt Pay Band 6 Union-Teamsters	Full-time 40 hrs/wk M-F 8-4:30	Internal (Current Judicial Branch Employees)

DESCRIPTION: This is highly advanced, technical clerical work in the Minnesota State Court System. Work involves responsibility for court case processing or for performing a variety of advanced clerical functions in multiple divisions, which may require the application of independent judgment and the interpretation of policies and procedures based on training and knowledge gained through on the job experience. Work involves functioning as a leadworker of the work unit.

RESPONSIBILITIES:

1. Provide assistance to general public regarding case status and procedures. Assist customers in completing forms and provides copies of court documents.
2. Performs the full scope of varied court clerical work involved in case processing on MNCIS.
3. Determines proper routing of complaints, petitions, and other filings; notifies parties.
4. Assists with preparing court calendar and court files for the next day's hearings.
5. Enters on computer system required permanent record information such as case events, bail information, case activity, dispositions, and sentencing.

In addition to the various duties of a Senior Court Clerk that are listed above a leadworker will:

1. Provide direction to team members and coordinate workflow in the work unit and coordinate training.
2. Performs advanced technical clerical work manually, on Trial Court Information System (MNCIS) or related computer system in performing specialized court clerical duties.
3. Review MNCIS case exception or related operational reports and implement corrective action.

QUALIFICATIONS:

- Graduation from high school or vocational school and two to five years of experience.

DESIRED ADDITIONAL QUALIFICATIONS:

- Considerable knowledge of the operations, functions and scope of authority of the court or activity to which assigned.
- Considerable knowledge of court procedures and policies, legal documents, legal terminology, laws and legal functions pertaining to the court.
- Skill in planning and coordination the work of others.
- Ability to train, motivate and provide guidance to support personnel.

Posted: 5/16/08

SALARY RANGE: \$16.57 to \$24.86
APPLICATION DEADLINE: Friday, May 30, 2008

TO APPLY: To request an employment application form, please call (320) 656-6555, or download from www.mncourts.gov. Submit a completed application form, cover letter and resume to the address below:

Seventh Judicial District
Attn: Senior Court Clerk-Stearns County
PO Box 1836
St. Cloud MN 56302
Position #01017660
EOE