

**MINNESOTA DISTRICT COURT
5TH JUDICIAL DISTRICT**

SENIOR COURT CLERK

OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
Court Administration Blue Earth County Mankato, MN	Senior Court Clerk Nonexempt AFSCME	Full Time 40 hrs/wk M-F 8 am–5 pm.	External

DESCRIPTION: This is advanced court clerical work in a district court of the Minnesota State Court System, Blue Earth County, Minnesota. Work involves responsibility for court case intake and for performing a variety of advanced clerical functions in multiple divisions. Work requires the application of independent judgment and the interpretation of policies and procedures based on training and knowledge gained through experience on the job.

RESPONSIBILITIES INCLUDE:

- Performs the full scope of varied court clerical work involved in case processing manually, on Minnesota Court Information System (MNCIS) or related computer system in the areas of probate, conciliation, traffic, criminal, civil, juvenile and family.
- Reviews legal documents for completeness, adequacy, accuracy and compliance with rules; determines processing required and takes necessary action in accordance with court rules or refers the highly complex matters to a Court Clerk Leadworker or supervisor.
- Determines proper routing of complaints, petitions, and other filings; notifies parties.
- Issues summons, notices, subpoenas, and similar processes; computes applicable dates for service and return of service, affixes court seal and authenticates documents.
- May perform financial activities within the office; calculates costs and amounts due; prepares bank deposits and monitor past due accounts & restitution.
- May have daily contact with judges while working as their assistants in court proceedings and in responding to their request for documents or other information; with the general public, attorneys and representatives from outside agencies for the purpose of answering questions relative to court policies and procedures, providing referrals for further assistance, providing information on case status and court records, and giving assistance with the processing of applications and documents; and with local law enforcement agencies and personnel for the purpose of exchanging information on court cases and proceedings.
- Types or generates from the computer, notices, subpoenas, summons, expungements, commitments, index and disposition cards, executions, levy forms, petitions, affidavits, correspondence, court calendars, orders, etc.; reviews for accuracy and completeness; secures required signatures; also may perform jury coordination and processing activities.
- Enters manually or on computer system, required permanent record information such as case events, bail information, case activity, dispositions, sentencing, orders for protection or harassment restraining orders.
- Suspends and reinstates driver's licenses consistent with established procedures.
- Performs telephone and counter work; answers/responds to incoming phone calls; locates and checks out files for attorneys, court, and public; responds to questions/inquiries regarding court procedures; processes passport applications; manages court records.
- Assures completeness and accuracy of records leaving the court jurisdiction pursuant to change of venue, appeal, and certification requirements.
- Performs courtroom clerical duties; prepares case files and forms for court; checks people in and calls the calendar; sets court dates for next appearance; arranges and organizes the docket, notes

- continuances, makes minute and docket entries to reflect case progress.
- May participate in and coordinate the scheduling and calendaring of arraignments, preliminary hearings, pre-trial conferences, continuances, trials and other matters; sends out notices; contacts attorneys and parties concerning rescheduling; makes appropriate record entries.
 - May review MNCIS event review report or related operational reports and implements appropriate corrective actions.
 - May perform duties associated with the Screener/Collector function including assisting in completing public defender eligibility forms; reviews deferred payment applications; screens financial status information, establishes and monitors installment payment accounts; prepares forms for notification of delinquency in payments and other collection processes.
 - May perform, on a limited basis, administrative hearing office duties as assigned.
 - May perform the work of a probate registrar; reviews informal probate applications for accuracy and completeness and grants or denies application; sends notices to parties; certifies and authenticates letters, orders and documents issued.

MINIMUM QUALIFICATIONS:

Placement within the series is dependent upon position qualifications and experience. Graduation from an approved high school or vocational school and experience as a court clerk or in the legal field. This level would be obtained through six months to two years of work experience. Ability to prioritize and make decisions in accordance with laws, regulations and departmental policies and procedures. Skill in the operation of a personal computer and other standard office equipment. Criminal Justice Employment background check will be required for successful applicant.

STARTING SALARY: Senior Court Clerk - \$14.87 (Full range \$14.87 - \$22.32/ hour)
Includes full State of Minnesota benefits package! For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Interested applicants should submit an application form, resume and cover letter. Applications for this position must be received by 4:30 p.m. on August 20, 2007.

TO APPLY FOR THIS POSITION: Submit a completed application form, cover letter and resume to the address below. To obtain an application form, download form www.courts.state.mn.us, or call (507) 388-5204, Ext. 222.

Fifth Judicial District
Attn: Human Resources
PO Box 3366
Mankato, MN 56002-3366
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