



**MINNESOTA
JUDICIAL
BRANCH**

Minnesota Judicial Branch Job Bulletin

Court Operations Associate (Civil/Family) – Olmsted County (Internal MJB applicants only)

SALARY	\$19.83 - \$33.41 Hourly \$41,405.04 - \$69,760.08 Annually	LOCATION	Rochester, MN
JOB TYPE	Full-Time	REMOTE	In-Person
JOB NUMBER	000001	ELIGIBILITY	
DIVISION	Olmsted County	DEPARTMENT	Third Judicial District
		APPLICATION DEADLINE	05/10/2024

Description

The Third Judicial District is seeking applicants for a full-time customer focused and team-oriented **Court Operations Associate to join the Olmsted County Civil/Family Division Team** in Rochester.

The Court Operations Associate position is a fast paced, highly detail orientated position with a variety of responsibilities. Primary responsibilities include advanced case processing in an electronic environment, a potential to work in the courtroom, providing exceptional customer service on the phone and in person. This position will work directly with the public, judges and justice partners. Duties require the application of independent judgment and the interpretation of established laws, policies, procedures, regulations based on training and knowledge gained through experience on the job. This position is an AFSCME represented position.

The primary work location for this position is the Olmsted County Government Center, 151 4th Street SE, Rochester, Minnesota 55904. Standard hours of work are Monday - Friday, 8:00 am - 4:30 pm.

The Minnesota Judicial Branch offers a comprehensive benefits package. To learn more about benefits, click [here](#).

Example of Duties

The following are examples of major job duties expected for this position to perform:

- Performs the full scope of varied court clerical work involved in case processing in the civil and family areas; performs work manually and electronically on the Minnesota Court Information System (MNCIS) and related computer systems (e.g., eFiling, county databases, imaging systems, and others as needed.)
- Reviews legal documents for completeness, adequacy, accuracy and compliance with rules and statutes; determines processing required and takes necessary action in accordance with applicable court rules and business practices or refers highly complex or unusual matters to a Court Clerk Leadworker or Supervisor.
- Enters manually or on computer system, required permanent record information such as case events, bail information, case activity, dispositions, sentencing; may enter and update case information and generate legal documents as decisions are made by the court during proceedings; ensures that electronic messages containing custody, warrant and sentencing information are passing to partner agencies in a timely and accurate manner.
- Prepares case files for court; checks people in, hosts Zoom for remote calendars as needed, swears in witnesses; live updates court files and completes other case processing as needed.
- Communicates courteously and effectively with court stakeholders, judicial officers, the general public, pro se litigants, attorneys and representative 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 assisting with the processing of application and documents; and with local law enforcement agencies and personnel for the purpose of exchanging information on court cases and proceedings.
- Performs a high volume of telephone and counter work quickly and courteously, in accordance with data privacy regulations and the most current rules/policies; access information on appropriate computer system(s) to respond to questions/inquiries regarding court procedures and case status; arranges for language interpretation as needed.
- May perform financial activities for district courthouses; including calculating costs and amounts due; receipting fines, fees, and bail via counter and mail payments; balancing tills and preparing and making bank deposits.

Typical Qualifications

Education

- High School Diploma or Equivalent
- One year of recent experience in the legal field or a highly technical, customer focused, administrative position
- OR Equivalent education and experience

Knowledge, Skills, and Abilities

- Experience using electronic applications, such as Microsoft Office Suite, Adobe Acrobat, and the ability to learn job related software.
- Experience providing exceptional customer service while working under pressure in a high volume, fast-paced environment.
- Ability to multitask and prioritize duties while remaining flexible and adaptable to change.
- Ability to effectively communicate verbally and in writing, including the handling of sensitive and confidential matters.
- Ability to read, comprehend and explain rules, statutes, legal documents, policies and procedures of varying complexity.
- Ability to establish and maintain respectful, and effective working relationships with others.
- Ability to work in an inclusive, multicultural environment and professionally exhibit cultural sensitivity.
- Ability to begin new tasks with little supervision while maintaining a high degree of accuracy in work product and demonstrating attention to detail.
- Ability to make independent judgments and decisions.
- Excellent customer service and interpersonal skills, including the ability to de-escalate difficult interactions.
- Reliable with the ability to meet commitments of work duties. Willingness to be a team member who is accountable, skilled, efficient, flexible, motivated, and positive.

PREFERRED QUALIFICATIONS

- Associates or Bachelor's degree in Criminal Justice, Political Science, Business Administration or a related field.
- Experience working in the legal field or court setting.
- Extensive knowledge of current court policies, procedures, processes and terminology.
- Knowledge and experience with Minnesota Court Information System (MNCIS) and eFile and Serve (EFS).

Supplemental Information

To apply to this position, email your resume to Third District HR at 3rdDistrict.hr@courts.state.mn.us.

Position will close on May 10th, 2024, at 4:30 pm.

It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting Human Resources at the contact information below.

It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, or age. The Ninth Judicial District is an Equal Opportunity Employer and is committed to the principles of diversity and inclusion.