

Job Title: Judicial Administrator II Grade 25.75 -E
Location: _____

Major Duties:

This is professional level administrative and supervisory work in directing the administrative activities of a county court with a total annual caseload of 50,000 or more averaged over a three year period. Work involves the overall management of criminal traffic, civil, small claims, and probate functions in a large county court.

Work involves responsibility for planning, organizing, directing, and coordinating the activities of subordinates engaged in processing the workload of the county court, through the use of intermediate supervisors. The person in this position serves as administrator of the Court and Clerk Magistrate in the judicial district or designated region, and, in this capacity, performs a wide variety of responsibilities in regard to planning, organizing, staffing, and directing the administrative activities of the courts. Work is performed with independence under the general direction of the State Court Administrator and presiding judge, and is reviewed through conferences and reports and on the basis of results obtained.

Typical Examples of Work:

Provides administrative control of all non-judicial activities of the court; interprets and executes statutory mandates, rules of the court, and personnel and procedural policies as they relate to administrative matters implementing changes as needed.

Prepares and administers the budget of the court; oversees all expenditures for personnel and other budgetary items; supervises the financial aspects of court operations including the collection, receipt and accounting for of all fees, fines and bonds; maintains safe custody of funds, maintains financial records; makes certain all financial information is accessible for audits; and prepares and reviews financial, statistical and other administrative reports.

Coordinates the maintenance and improvement of record keeping systems, including the development and operation of the state court computer system (JUSTICE).

Directs the compilation and analysis of statistical case data as required by the court, and prepares and distribute reports based on such information.

Manages all physical facilities and equipment; participates in court facilities planning; negotiates with the county officials regarding upkeep, remodeling, and expansion as needed; procures and maintains necessary furniture, equipment and supplies.

Serves as liaison to other courts, agencies of government, bar associations,

community groups, and the news media; serves on various committees, task forces, or advisory groups charged with the responsibility for studying court system improvements.

Oversees calendaring and management of cases with regard to guidelines, procedures and case flow; establishes and maintains effective case management systems to ensure individual cases and the court's total caseload are expeditiously and efficiently processed to disposition; periodically reviews management reports with judges and the State Court Administrator to identify and investigate problem areas and take corrective actions.

Oversees procedures for the calling and efficient utilization of jurors.

Participates in and directs management studies and procedural analysis to identify problems about court processes which may include involving the coordination of many diverse agencies and independent officials such as sheriffs' offices, county and city attorneys and public defenders, plans and implements solutions and new methods of performing court functions to facilitate the delivery of justice system services in the most efficient and cost-effective manner.

Ensures the security of court records and implements record retention/destruction schedules.

Directs court personnel management including hiring, training, motivation, evaluation, assignment, discipline and discharge; administers personnel policies and procedures.

Assists the judiciary and the State Court Administrator in the formulation and implementation of policy and makes recommendations for changes.

May be assigned any other duties deemed appropriate by the presiding judge or State Court Administrator.

Qualifications for the Job:

Graduation from an accredited college or university with a master's degree in judicial, public, or business administration or a related field; at least five years' experience in an administrative capacity, including experience in court or related administrative or professional work. With a minimum of a bachelor's degree, experience working in a court system may be substituted for advanced degree on a year-for-year basis. Preferred: graduation as an ICM Fellow.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the

court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Thorough knowledge of modern principles and practices of public administration.

Thorough knowledge of court procedures, legal documents, laws, and legal factors pertaining to the courts.

Thorough knowledge of the organization, function, responsibilities and procedures of the courts.

Considerable experience demonstrating the abilities to effectively organize, direct and coordinate the administrative activities of a large court.

Considerable experience demonstrating the ability to communicate effectively, both orally and in writing.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

Judicial Administrators must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with many kinds of people and constant change.

Oversees calendaring and management of cases with regard to guidelines, procedures and case flow; establishes and maintains effective case management systems to ensure individual cases and the court's total caseload are expeditiously and efficiently processed to disposition; periodically reviews management reports with judges and the State Court Administrator to identify and investigate problem areas and take corrective actions.

Oversees procedures for the calling and efficient utilization of jurors.

Participates in and directs management studies and procedural analysis to identify problems about court processes which may include involving the coordination of many diverse agencies and independent officials such as sheriffs' offices, county and city attorneys and public defenders, plans and implements solutions and new methods of performing court functions to facilitate the delivery of justice system services in the most efficient and cost-effective manner.

Ensures the security of court records and implements record retention/destruction schedules.

Directs court personnel management including hiring, training, motivation, evaluation, assignment, discipline and discharge; administers personnel policies and procedures.

Assists the judiciary and the State Court Administrator in the formulation and implementation of policy and makes recommendations for changes.

May be assigned any other duties deemed appropriate by the presiding judge or State Court Administrator.

Qualifications for the Job:

Graduation from an accredited college or university with a master's degree in judicial, public, or business administration or a related field; at least five years' experience in an administrative capacity, including experience in court or related administrative or professional work. With the minimum of a bachelor's degree, experience working in a court system may be substituted for advanced degree on a year-for-year basis. Preferred: graduation as an ICM Fellow.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Thorough knowledge of modern principles and practices of public administration.

Thorough knowledge of court procedures, legal documents, laws, and legal factors pertaining

to the courts.

Thorough knowledge of the organization, function, responsibilities and procedures of the courts.

Considerable experience demonstrating the abilities to effectively organize, direct and coordinate the administrative activities of a large court.

Considerable experience demonstrating the ability to communicate effectively, both orally and in writing.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

Judicial Administrators must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with many kinds of people and constant change.

Job Title: Clerk Magistrate III

Grade 18-E

Location: _____

Major Duties:

Highly responsible administrative and managerial work under the general direction of the presiding judge, in the operation of a county court with a total annual caseload (averaged over the last three years) of 7,000 or more and may include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as management and supervisory support to the county judge(s), and, as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, directing, and supervising the administrative activities of the court.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Assigns, supervises, and reviews the work of the clerical staff.

Assists in operation and installation of enhancements to the statewide court computer system (JUSTICE) in the county court.

Work may include duties of a courtroom clerk or registrar.

Assists staff members in the performance of their duties.

Responsible for the maintenance of all personnel records of the court staff.

Oversees and has ultimate responsibility for all clerical and financial records.

Prepares or assists in preparing the court budget.

Perform the supervisory functions of hiring, monitoring and evaluating work performance and the taking of any required disciplinary action concerning the court staff.

Serves as liaison with other courts, other local government agencies, the local bar, the local news media and the general public.

Responds to administrative inquiry.

Completes required training as established by the Judicial Branch Education Division.

Responsible for the efficiency of the court's administrative functions and for investigating and evaluating procedural changes; determines when matters need to be decided by the court and arranges to present such matters to the court.

May be assigned any other duties deemed appropriate by the county judges(s) not otherwise inconsistent with the laws of the State of Nebraska or with the Supreme Court rules.

Qualifications for the Job:

Bachelor's degree in public/business administration, court administration, or related field. Five years of progressively responsible experience in court administration or experience in another law-related setting, including some supervisory experience. With the minimum of a high school degree or equivalent, experience working in a court system may be substituted for higher education on a year-for-year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Considerable knowledge of county court procedures and policies and modern office practices and procedures.

Considerable knowledge of management skills with abilities to plan, assign, coordinate, supervise and manage the work of subordinate employees engaged in a variety of court clerical activities.

Considerable experience demonstrating the ability to establish and maintain effective working relationships with personnel at all levels.

Considerable experience demonstrating the ability to implement decisions effectively.

Considerable experience demonstrating the ability to communicate effectively, both orally and in writing.

Considerable experience demonstrating the ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

Clerk magistrates must at times work varying hours and some weekends especially in connection with emergencies.

Job Title: Clerk Magistrate II Grade 17-E
Location: _____

Major Duties:

Highly responsible administrative and managerial work under the general direction of the presiding county judge, in the operation of multiple county courts in a judicial district or in a county court with a total annual caseload of 3,500 to 7,000 (averaged over the last three years) or a clerk magistrate serving as ex officio clerk of the district court. May include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as administrative support to the county judge(s), and district court judge, if applicable, and, as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, directing, and supervising the administrative activities of the courts. The person serving in this position may be required to travel to the assigned courts.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Assigns, supervises, and reviews the work of the clerical staff.

Assists in the operation and installation of enhancements to the statewide court computer system (JUSTICE) in the county courts.

Work may include duties of a courtroom clerk or registrar.

Assists staff members in the performance of their duties.

Responsible for the maintenance of all personnel records of the court staff.

Oversees and has ultimate responsibility for all clerical and financial records.

Prepares or assists in preparing the court budget.

Performs the supervisory functions of hiring, monitoring and evaluating work performances and the taking of any required disciplinary action concerning the court staff.

Serves as liaison with other courts, other local government agencies, the local bar, the local news media and the general public.

Responds to administrative inquiry.

Completes required training as established by the Judicial Branch Education Division.

Responsible for the efficiency of the court's administrative functions and for

investigating and evaluating procedural changes; determines when matters need to be decided by the court and arranges to present such matters to the court.

May be assigned any other duties deemed appropriate by the county judges(s) not otherwise inconsistent with the laws of the State of Nebraska or with the Supreme Court rules.

Qualifications for the Job:

Bachelor's degree in public/business administration, court administration, or related field. Five years of progressively responsible experience in court administration or experience in another law-related setting, including some supervisory experience. With the minimum of a high school degree or equivalent, experience working in a court system may be substituted for higher education on a year-for-year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Considerable knowledge of modern office practices and procedures.

Experience demonstrating strong management skills.

Demonstrated ability to establish and maintain effective working relationships with personnel at all levels.

Demonstrated ability to implement decisions effectively.

Demonstrated ability to communicate effectively, both orally and in writing.

Demonstrated ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Ability to travel to the assigned courts.

Working Conditions:

Clerk magistrates must at times work varying hours and some weekends especially in connection with emergencies. Regular travel to the assigned courts is required. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

Job Title: Clerk Magistrate I Grade 16-E
Location: _____

Major Duties

Highly responsible administrative and managerial work under the general direction of the presiding county judge, in the operation of a county court with a total annual caseload of 3,500 or less (averaged over the last three years) and may include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as administrative support to the county judge(s), and, as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, directing, and supervising the administrative activities of the court.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Assigns, supervises, and reviews the work of the clerical staff in courts with more than one staff person.

May perform records clerk, accounting clerk, courtroom clerk, and/or registrar duties.

Assists in the operation and installation of enhancements to the statewide court computer system (JUSTICE) in the county courts.

Assists staff members in the performance of their duties.

Responsible for the maintenance of all personnel records of the court staff.

Oversees and has ultimate responsibility for all clerical and financial records.

Prepares or assists in preparing the court budget.

Performs the supervisory functions of hiring, monitoring and evaluating work performances and the taking of any required disciplinary action concerning the court staff.

Serves as liaison with other courts, other local government agencies, the local bar, the local news media and the general public.

Responds to administrative inquiry.

Completes required training as established by the Judicial Branch Education Division.

Responsible for the efficiency of the court's administrative functions and for investigating and evaluating procedural changes; determines when matters need to be decided by the court and arranges to present such matters to the court.

May be assigned any other duties deemed appropriate by the county judges(s) not otherwise inconsistent with the laws of the State of Nebraska or with the Supreme Court rules.

Qualifications for the Job

Bachelor's degree in public/business administration, court administration, or related field. Five years of progressively responsible experience in court administration or experience in another law-related setting, including some supervisory experience. With the minimum of a high school degree or equivalent, experience working in a court system may be substituted for higher education on a year-for-year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job

Considerable knowledge of modern office practices and procedures.

Experience demonstrating strong management skills.

Demonstrated ability to establish and maintain effective working relationships with personnel at all levels.

Demonstrated ability to implement decisions effectively.

Demonstrated ability to communicate effectively, both orally and in writing.

Demonstrated ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Ability to travel to the assigned courts.

Working Conditions

Clerk magistrates must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

Job Title: Assistant Judicial Administrator Grade 14.75-E
Location: Douglas County Court

Major Duties:

This is a professional level administrative and supervisory position assisting a Judicial Administrator II in directing the administrative activities of a county court with a total annual caseload of 90,000 or more averaged over a three-year period. Work involves assisting in the overall management of the administrative staff and operations of a large county court under the direction of the Judicial Administrator.

Work involves assisting the Judicial Administrator in all matters related to staffing, planning, organizing, directing, and coordinating the activities of subordinates engaged in processing the workload of the county court clerk's office. Work is performed with considerable independence under the direction and delegated authority of the Judicial Administrator through the directed efforts of division managers, supervisors, and court support staff.

Typical Examples of Work Duties: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be assigned and performed.)

Provides assistance to the Judicial Administrator in proposing, drafting, determining and implementing quality non-judicial administrative policies and operations.

As directed by the Judicial Administrator, implements statutory mandates, rules of the court, and personnel policies and procedures based on good business practices consistently applied as to administrative operations and judicial support.

Assists with the coordination, maintenance, and improvement of electronic and paper based records keeping and case management systems, including the operation of the state court computer system (JUSTICE).

As authorized by the Judicial Administrator, may assist staff members in the performance of their duties.

Assists with the maintenance of all personnel records.

Assists the Judicial Administrator in preparing and administering the budget of the court.

As authorized by the Judicial Administrator, supports division managers and intermediate supervisors, in performing supervisory functions related to employee hiring, training, motivating, duty assignment, performance evaluation, and corrective discipline.

Under the direction of the Judicial Administrator oversees the electronic and paper based maintenance and appropriate use of the court's clerical, statistical, and financial records.

Completes required training as established by the Judicial Branch Education Division.

As required by the Judicial Administrator, periodically reviews management reports with divisional managers to identify and investigate problem areas and take corrective actions.

In the absence of the Judicial Administrator, assumes oversight responsibilities of the clerk's office to include all personnel and division operations.

Qualifications for the Job:

Bachelor's degree in public/business administration, court administration, or related field. Five years of progressively responsible experience in court administration or experience in another law-related setting, including some supervisory experience. With the minimum of a high school degree or equivalent, experience working in a court system may be substituted for higher education on a year-for-year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Considerable experience demonstrating the ability to establish and maintain effective working relationships with the public and court personnel at all levels.

Considerable experience demonstrating the ability to implement decisions effectively.

Considerable experience demonstrating the ability to communicate effectively, both orally and in writing.

A willingness to support the consistent application of effective management principles and practices within the operations of the clerk's office.

Considerable experience demonstrating the ability to maintain a high order of personal discipline and responsibility in carrying out assigned duties as a representative of the court system.

Ability to become proficient in the use of JUSTICE (Judicial User System to Improve Court Efficiency- the statewide court computer system).

An ability to explore and implement the effective use of technology in support of judicial and overall court operations.

A demonstrated understanding and willingness to support the purposes and mission of the court and the clerk's office.

Working Conditions:

Assistant Judicial Administrators must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with many kinds of people and constant change.

Job Title: *Accounting Clerk II
Location: County Court

Grade: 14 E

A. Major Duties: Under the direction of the Judicial Administrator, responsible for all aspects of the court's financial management, supervising accounting staff and performs related work as required

B. Typical Examples of Work: (A position may not be assigned all the duties listed, nor do the listed example include all the duties that may be assigned.)

1. Determine and recommend financial policies and procedures which have a bearing upon the operation of the county court.
2. Advise the judicial administrator and management staff on matters pertaining to fiscal policy.
3. Monitor all investments of funds so that proper controls and requirements are maintained.
4. Manage all county court bank accounts and ensure the lowest fees and appropriate services.
5. Develop methods and procedures and provide oversight to assure proper maintenance of all accounting and financial records for the county court.
6. Supervise all county court accounting staff responsible for all fiscal records.
7. Assigns workloads and review work performance of all financial personnel in the county court.
8. Provides necessary training for accounting clerks and division managers on appropriate financial and accounting procedures.
9. Other duties as assigned.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Bachelor's degree with emphasis in accounting, mathematics or economics and four years accounting experience, two of which have been in an administrative supervisory capacity.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Knowledge of accounting and auditing principles, generally accepted accounting principles (GAAP), practices and standards.
2. Knowledge of project management procedures and record keeping methods.

3. Knowledge of techniques leading and/or supervising accounting staff and the ability to maintain good relationships with staff and public officials.
4. Ability to become proficient in the use of JUSTICE (the statewide court computer system.)
5. Ability to apply the principles of accounting and fiscal management.
6. Ability to communicate both orally and in writing.

F. Working Conditions:

Must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e. sitting, stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

- Available with approval from the State Court Administrator

Approved 6-30-2015

Job Title: Division Manager Grade 11.75-E

*Location: _____

Major Duties

Work involves responsibilities of organizing, directing, coordinating, and supervising the activities of the divisions of a county court, which usually includes any combination of civil, small claims, criminal, traffic, and probate divisions. Through the use of intermediate supervisors, the work is performed under the direct supervision of the judicial administrator or clerk of the court, with directions from the county judges.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Assigns workloads, supervises, and reviews work performance of all personnel in the division, with the assistance of intermediate division supervisors.

Provides necessary training for division personnel, with help from the judicial administrator or clerk of the court.

Oversees and has ultimate responsibility for all clerical, financial, and personnel records of the division.

Performs technical clerical duties.

May perform duties involved in the development and operation of computerized information systems.

Performs other supervisory functions for the division, including assisting in the hiring of personnel, conducting performance planning and evaluations, and the taking of any required disciplinary action.

Serves as liaison with other division of the court.

Performs other duties as required by the judicial administrator, clerk of the court, or county judges.

Qualifications for the Job:

Graduation from high school or equivalent. Four years of progressively responsible experience in court administration or equivalent, Preferred: Bachelors degree and some supervisory experience.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Considerable knowledge of court procedures, policies, and laws pertaining to the division or divisions.

Considerable knowledge of the organization, operation, function, and scope of authority of the division or divisions.

Demonstrated ability to establish and maintain effective working relationships with personnel at all levels.

Considerable knowledge of modern office practices and procedures.

Demonstrated ability to understand and follow oral and written instructions.

Demonstrated ability to make and implement work decisions effectively, in accordance with laws, regulations, and court policies and procedures.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

Division Managers must at times work varying hours and some weekends especially in connection with emergencies. Normal office hazards are encountered, i.e., sitting, stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

*Available in Lancaster and Douglas Counties or with the approval of the State Court Administrator.

Job Title: *Judicial Assistant

Grade 11 - NE

Location: _____

Major Duties:

This is advanced and highly responsible judicial and/or administrative support for judges and judicial administrators. Work involves but is not limited to the handling of sensitive judicial and administrative matters on a daily basis; the screening of calls, mail and visitors and the performance of complex secretarial and clerical duties which may include courtroom responsibilities. This position is distinguished from those at lower levels by the assignment of decision making responsibilities requiring considerable knowledge and independent judgment.

Typical Examples of Work: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules cases, meetings, and other appointments.

Answers phones, screening and referring callers.

Prepares correspondence and other material as required including notices for various court activities.

Pulls and prepares files for various court hearings, including necessary forms and other information required.

Maintains various records including case statistics, purchasing, billings, travel expenses and other court and office activities.

Orders supplies, forms and equipment as directed.

Performs all or some of the duties of a courtroom clerk including management of exhibits, digital recording, and DOCKET entries.

Qualifications for the Job:

Graduation from high school or its equivalent, plus four years of progressively responsible experience in legal or other administrative support work. Preferred: previous experience supporting higher level management or organizational leader(s).

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Knowledge of secretarial practices and procedures.

Knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of modern office practices, procedures, systems, and equipment.

Ability to make decisions in accordance with established policies and procedures.

Knowledge of legal terminology and format.

Ability to maintain administrative, fiscal, statistical and general records.

Skill in use and care of a computer, dictation/transcription system, and other equipment present on site.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Thorough knowledge and understanding of court recording equipment and courtroom procedures.

Some knowledge of filing procedures for all divisions of the court.

Working Conditions:

Judicial Assistants must at times work varying hours in connection with court hearings.

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting, along with the stress derived from dealing with required deadlines, multiple types of people and changes in office routine.

*Available only with approval from the State Court Administrator

Job Title: Assistant Clerk II*

Grade 10 E

Location: _____

Major Duties

This is highly responsible clerical and administrative work, assisting the judges, judicial administrator, clerk of court, and/or the clerk magistrate in counties with an average caseload of at least 7000.

In the absence of the clerk magistrate or clerk of court, the Assistant Clerk II may assume the responsibility of the office including deputy authority. The Assistant Clerk II may also be responsible for assigning and supervising the work of others within a division or divisions of the court. Other functions may include the performance of any clerical duties, and some supervisory duties.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

May perform records clerk, accounting clerk, or registrar duties.

May assign, supervise, and review the work of other clerical employees.

May supervise and formulate data entry functions.

Answers administrative inquiries, prepares reports, and compiles statistics.

May assist in budget preparation.

May assist in formulation of office policies and procedures.

May sign papers and documents not in conflict with the statutes.

May be assigned other duties as deemed appropriate.

Qualifications for the Job:

Graduation from high school or its equivalent, plus at least three years of experience working in a court system or related professional environment. Preferred: Supervisory experience.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Knowledge of laws, procedures, policies and operations of the court.

Typing skills and computer data entry knowledge.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with personnel at all levels.

Ability to implement decisions effectively.

Ability to communicate both orally and in writing.

Abilities to plan, organize, assign and supervise the work of others.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

The Assistant Clerk II may at times work varying hours especially in connection with emergencies. Normal office hazards are encountered, i.e., stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

*Available only in counties with an average caseload of at least 7000. In addition, Assistant Clerk II is also available in those counties which serve as the principal office location of a Clerk Magistrate III. Position is also limited to one per eligible County except in Douglas and Lancaster counties.

Job Title: *Administrative Secretary for Court

Grade 9.25 NE

Location: County Court

Major Duties:

This is a highly responsible administrative support and secretarial work for county judges and court administrators. Work involves, but is not limited to, the handling of sensitive judicial and administrative matters on a daily basis; the screening of calls, mail, and visitors; the performance of complex secretarial and related clerical duties. This position is distinguished from those at lower levels by the assignment of decision making responsibilities requiring considerable knowledge and independent judgment. Work is reviewed upon completion for adherence to established policies, procedures, and as to results obtained.

Typical Examples of Work: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares correspondence and other materials as required, utilizing existing letters, dictated material, or own initiative as directed and participates or is solely responsible for mailings of such material.

Maintains appointment schedules; screens and refers callers.

Orders forms, office supplies, and equipment as directed.

Maintains various records on statistics; court, and office activities; personnel; purchasing; billing; travel expenses; juries and jurors; budget; and other activities.

Establishes and maintains filing system; plans and maintains adequate office materials and supplies.

Attends meetings and conferences as required; takes minutes, composes drafts of proceedings; prepares and distributes agendas, schedules, and other material.

Performs a variety of other office administrative tasks and other related duties as directed.

Qualifications for the Job:

Graduation from high school with at least two years of administrative secretarial or general secretarial experience in a law or business office.

Knowledge, Skills, and Abilities Required on the Job:

Knowledge of secretarial practices and procedures.

Knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of modern office practices, procedures, systems, and equipment.

Ability to make decisions in accordance with established policies and procedures.

Knowledge of legal terminology and format.

Ability to perform routine office management.

Ability to maintain administrative, fiscal, statistical, and general records.

Ability to compose routine and technical letters and memoranda.

Skills in taking and transcribing dictation taken from shorthand notes and/or electronic recording equipment.

Skills in use and care of a computer, typewriter, word processing system, data processing system, dictation/transcription system, or type of equipment present on site.

Ability to become proficient in the use of JUSTICE.

Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, stooping, and some light lifting, along with the stress derived from multiple required deadlines, working in an often noisy area and dealing with a variety of people.

* Available only with approval from the State Court Administrator

Job Title: Assistant Clerk I

Grade 8 E

Location: _____

Major Duties:

In the absence of the Judicial Administrator, Division Manager, Clerk Magistrate, the Clerk of the Court, or the Assistant Clerk II, the Assistant Clerk I as designated, will assume the responsibility of the office including deputy authority. Other functions may include the performance of supervisory and clerical duties.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

May perform records clerk, accounting clerk, or registrar duties.

Answers administrative inquiries, prepares reports, and compiles statistics.

May assist with data entry functions.

May assist in budget preparation.

May assist in formulation of office policies and procedures.

May sign papers and documents not in conflict with the statutes.

May be assigned other duties as deemed appropriate.

Qualifications for the Job:

Graduation from high school or its equivalent, plus at least two years of experience working in a court system or related professional environment.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Knowledge of laws, procedures, policies and operations of the court.

Typing skills and computer data entry knowledge.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with personnel at all levels.

Ability to implement decisions effectively.

Ability to communicate both orally and in writing.

Abilities to plan, organize, assign and supervise the work of others.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

Normal office hazards are encountered, i.e., stooping, some light lifting, along with the stress derived from dealing with the public and changes in office routine.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

Normal office hazards encountered, i.e., prolonged sitting, standing, typing, stooping and some light lifting, along with the stress derived from dealing with the public and changes in office routine.

* Available only with approval from the State Court Administrator

Job Title: Courtroom Clerk

Grade 7.5

Location: _____

Major Duties: This is responsible courtroom work related to capturing and maintaining a verbatim record of court proceedings in a county, juvenile or district court and entering case information during and after the proceedings. A person in this position spends on average 70% of work time in the courtroom.

Typical Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Checks and operates electronic recording equipment to record, log court proceedings.

Plays back sections of recordings for the judge or jury as requested.

Maintains automated logs of proceedings and actions; correlates such logged information with recorded data; marks and logs exhibits as they are accepted in to the record; makes notations of witness or other participant behavior, and session times etc. to augment the audio record.

Performs duties related to maintaining and storing court recordings.

Supervises signing in of witnesses.

Maintains courtroom supplies.

Enters case information in DOCKET, an enhancement of JUSTICE (the court case management system).

Estimates cost of transcription services.

May perform other duties as determined by the judge.

Qualifications for the Job:

Graduation from high school or its equivalent. At least two years of court experience or experience in a similar office setting. Education above the high school level may be substituted for work experience on a year for year basis. Legal experience is desired.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer

Knowledge, Skills and Abilities Required on the Job:

Ability to accurately type on a computer in real time while monitoring a proceeding.

Knowledge of functions and maintenance of court recording equipment.

Working knowledge of JUSTICE and DOCKET.

Ability to understand the need for and to assist in promoting a proper and respectful atmosphere in the court room setting.

Ability to perform a variety of clerical functions using computers, faxes and copy machines.

Ability to organize and work under pressure.

Ability to get along with a variety of people.

Working Conditions: Prolonged sitting, exposure to the pressure of courtroom activity and some late hours possible.

Job Title: Records Clerk III

Grade 7.25-NE

Location: _____

Major Duties:

This is responsible routine clerical work performed in more than one county court office under the supervision of clerk magistrates or clerks of court. The work locations would include various counties within a judicial district with at least half the time spent in more than one county.

Work involves responsibility for performing a variety of clerical functions including responding to routine inquiries, filing and typing functions, data entry and other general office duties including routine bookkeeping functions. Work is performed under supervision and is reviewed for accuracy.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Compiles and maintains records, assuming responsibility for accuracy and completeness.

Completes various required court forms.

Acts as receptionist answers the telephone, and gives routine information to the public.

Operate most office machines including scanner.

May open, sort, and distribute mail.

Sorts and files records, according to predetermined classifications.

Performs various clerical and secretarial duties of the office, as directed.

Monitor and track electronic filings.

Performs other related duties as required.

Qualifications for the Job:

Graduation from high school or its equivalent. At least two years of court experience or experience in a similar office setting. Education above the high school level may be substituted for work experience on a year for year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities for the Job:

Proficient in typing, computer, and data entry skills.

Some ability to operate office machines.

Some experience in following oral and written instructions involving clerical practices and procedures.

Good telephone manners and strong customer service skills.

Ability to become proficient in the use of JUSTICE (the state court computer system).

Ability to travel to various assigned court offices.

Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from traveling to two or more offices, dealing with the public and changes in office routines.

Knowledge, Skills, and Abilities Required for the Job:

Some knowledge of legal terminology and format.

Some knowledge of court procedures.

Some knowledge of business English, spelling and punctuation.

Some knowledge of office practices, procedures, equipment, computer equipment, and standard clerical techniques.

Some ability to understand and carry out moderately complex, oral and written instructions.

Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from dealing with the public and changes in office routine.

Job Title: Records Clerk I

Grade 6.25-NE

Location: _____

Major Duties:

This is responsible routine clerical work in a county court under the supervision of a clerk magistrate or a clerk of court.

Work involves responsibility for performing a variety of clerical functions in a division such as criminal/traffic, civil/small claims, or probate, guardian conservator and adoption, including responding to routine inquiries, filing and typing functions, data entry and other general office duties including routine bookkeeping functions. In smaller courts, a Records Clerk I may work in multiple facets and assist in the courtroom. Work is performed under supervision and is reviewed for accuracy.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Compiles and maintains records, assuming responsibility for accuracy and completeness.

Posts daily receipts to JUSTICE and performs daily cash balancing functions.

Types letters, memoranda, and reports from dictation, rough draft, or copy.

Completes various required court forms.

Acts as receptionist answers the telephone, and gives routine information to the public.

Operate most office machines, including scanner.

Monitor and track electronic filings.

May open, sort, and distribute mail.

Sorts and files records, according to predetermined classifications.

Performs various clerical and secretarial duties of the office, as directed.

Escort people to and from the court as necessary.

Performs other related duties as required.

Qualifications for the Job:

Graduation from high school or its equivalent. At least two years of court experience or experience in a similar office setting. Education above the high school level may be substituted for work experience on a year for year basis.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

Knowledge, Skills, and Abilities Required for the Job:

Proficient typing, computer, and data entry skills.

Ability to operate office machines.

Experience in following oral and written instructions involving clerical practices and procedures.

Good telephone manners and strong customer service skills.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from dealing with the public and changes in office routines.

Job Title: Cashier/Clerk Grade 5.75-NE

*Location: _____

Major Duties:

Working under a division manager, this is responsible advanced clerical work involving high volume data entry and receipting of fees/fine payments in the county court system.

Work involves continuous contact with the public in receiving high volume payments for fines and fees collected by the court, issuing receipts, and responding to inquiries associated with cases at all stages. Work requires some bookkeeping knowledge, balancing, computing and maintaining proper internal controls. This position is distinguished from other clerical positions by the continuous contact with the public and the responsibility for large amounts of money.

Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Receives money in payment of court fines and costs; verifies the amount of payment; enters data on JUSTICE files and issues receipts.

Balances cash daily; prepares required records.

Responds to inquiries from the general public, attorneys and others concerning case information at all stages and other routine information.

Sorts and files court records.

Performs various clerical duties of the county court as directed.

Qualifications for the Job:

Graduation from high school or equivalent supplemented by completion of courses in accounting or bookkeeping, with at least one year of experience in processing and/or accounting for large sums of money.

Note: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

E. Knowledge, Skills, and Abilities Required for the Job:

Some knowledge of office procedures and practices.

Some knowledge of standard bookkeeping procedures and practices.

Some experience using financial procedures and related regulations.

Some experience demonstrating the ability to make accurate and rapid mathematical calculations.

Some experience demonstrating the ability to operate a computer data entry terminal, calculator and other standard office equipment preferably with typing skills of at least 40 wpm and proficient in 10 key calculating functions.

Ability to become proficient in the use of JUSTICE (the statewide court computer system) within the first six months of employment.

Some experience demonstrating the ability to make quick decisions and to communicate effectively including the ability to understand oral and written instructions.

Some experience demonstrating the ability to establish and maintain effective working relationships with other court employees and the general public.

Working Conditions:

Normal office hazards are encountered along with prolonged standing, stooping, some light lifting, along with the stress derived from a fast pace in dealing with a high caseload and with the public who at times may display feelings of anger and frustration.

*Available in Lancaster and Douglas or with permission from the State Court Administrator.

Job Title: *Bailiff/ Courtroom Clerk
Location: County Court

Grade 5-NE

A. Major Duties:

Responsible and varied clerical work in liaison with the judges in the courtroom and the court clerk's office. Work involves performing courtroom clerical duties and relieving judges of routine administrative duties.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Oversees and assists in preparation of records and documents for each court session.
2. Receives, marks and records exhibits; prepares and transports exhibits for filing in the clerk's office.
3. Logs proceedings in accordance with standards supplied by the State Court Administrative Office.
4. Oversees operation of a digital recorder to ensure completeness and quality of recorded courtroom proceedings; checks to see that the machines and microphones are working properly; assists in minor maintenance of machines.
5. Enters case information in DOCKET – the JUSTICE application.
6. Acts in a liaison capacity for the judge with attorneys, court personnel, and the public; sets matters for hearing; supervises signing in of witnesses.
7. May perform a variety of confidential, technical, and general clerical tasks and minor administrative work for the judge.
8. Performs related work and other duties as required.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Some knowledge of legal terminology and format.
2. Some knowledge of court procedures.
3. Some knowledge of business English, spelling and punctuation.
4. Some knowledge of office practices, procedures, equipment, computer equipment, and standard clerical techniques.
5. Some ability to understand and carry out moderately complex, oral and written instructions.
6. Ability to become proficient in the use of JUSTICE (the statewide court computer system) and JUSTICE applications including DOCKET.

F. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from dealing with the public and changes in office routine.