

CHIEF CLERK

OVERVIEW

Under the general direction of the Circuit Court Judge, the Chief Clerk administers the operation and procedures of the Circuit Court. This at-will position requires a high degree of supervisory and organizational skills. The Chief Clerk maintains and oversees the accounting and financial records of the court, along with filing, collections and dispositions of bonds, fees and fines. The Chief Clerk maintains the integrity of the Circuit Court System. Occasional travel is necessary for training and assistance.

ESSENTIAL FUNCTIONS/DUTIES (Depending on the practices of the particular Court office)

SUPERVISORY

- Oversees clerical support activities relating to the administration of legal processes and procedures.
- Implements rules and procedures set forth by the Circuit Court Judge, Supreme Court and Legislature.
- Oversees and maintains the court records and the flow of work processed through court in a timely and effective manner.
- Plans, organizes and coordinates the work of assigned employees; hires and trains new employees; prepares performance evaluations; disciplines and makes discharge of employee decisions.
- Establishes rules, procedures and/or standards which best achieve a productive work force.
- Supervises and maintains records for auditing, docketing, statistical and historical retrieval.
- Explains departmental benefits, policies and procedures to new employees.
- Prepares and maintain employee files and records.
- Resolves problems and questions regarding work methods and processes presented by co-workers.
- Provides training to staff.
- Ability to supervise and delegate the work of others; apply general management principles to specific organizational and operational problems; communicate effectively (verbally and in writing); establish and maintain effective working relationships with employees, representatives of various agencies and members of the public.

FINANCIAL and FISCAL CONTROL

- Prepares and administers the court budget for the state and county.
- Monitors expenditures to ensure compliance with budget allocations.
- Collects fees, fines, bond money, restitution, public defender fees, Wyoming Crime Victims Fund monies, court automation fees, civil legal services fees, officer training fees, prosecution costs, garnishee money and other monies paid into the court.
- Issues receipts and assures deposits into proper accounts and disburses as directed.
- Prepares end of day report and balances daily receipts to report. Prepares deposits and assures that they are taken to the bank daily.
- Reviews receipting and disbursements of fines, fees, forfeitures, garnishments, and civil judgments to ensure correct reporting.
- Compiles, prepares and transmits reports monthly and annually as required to other agencies.

- Prepares fiscal reports including statistics, calendars, disposition charts, and data relative to the cases before the court.
- Manages court bank accounts in accordance with Supreme Court internal auditors' guidelines.
- Prepares documents for payment of jurors.
- Supervises other related accounting and financial activities conforming with the Supreme Court internal auditors' requirements.

COURT OPERATIONS

- Maintains internal control procedures.
- Oversees issue of judicial orders.
- Supervises and assists in maintenance of court dockets; establishes and maintains case files; prepares and routes notices according to required procedures; calendars court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- Performs follow-up work subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes copies, certified if necessary.
- Takes understandable and legible notes of all court proceedings. Operates automated court recording system and assures proceedings are recorded with minimal defects.
- Processes bench warrants, petitions to revoke and orders to show cause; prepares transcripts for district court on bindovers and appeals; processes petitions, complaints, informations, pleadings, defaults, garnishments, executions, motions, subpoenas, remands, judgments, post judgment pleadings and order made by the court.
- Enters and retrieves data through computer system records checks by searching indexes and/or documents to obtain and verify information; and prepares press reports. Completes and responds to record checks. Processes Failure to Appear and Non-Resident Violator Compact notices.
- Issues jury summons; maintains list and processes payment to jurors. Sends copies of questionnaires to appropriate counsel.
- Authorizes access to court records.
- Performs quality control audits in order to ensure accuracy of court records.
- Completes and maintains an accurate filing system.
- Maintains liaison and coordinates court operations with representatives of allied government agencies.
- Communicates effectively, both verbally and in writing; establishes and maintains effective working relationships with co-workers, public and various entities; follows written and oral instructions accurately.
- Calmly resolves disputes with angry and irrational customers, both at counter and on the phone.
- Reviews, verifies and enters pertinent data into court automated computer system.
- Maintains confidentiality of court records such as presentence investigations, victim's identity in sexual assault cases, family violence actions, warrants and other confidential contacts.
- Performs other related duties as assigned by the Circuit Court Judge.

KNOWLEDGE/SKILLS/ABILITIES TO:

- Consistently demonstrates analytical ability, administrative skills, ingenuity and independent judgment in their area.
- Reviews, monitors, and controls amounts expended from budget to assure expenditures do not exceed funds available.
- Participates in planning for the next budget period by compiling past expenditure figures.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Ensures that there is an adequate supply of materials available. Orders, receives, inspects, and stores equipment, merchandise, materials, and/or supplies.
- Maintains accurate records and logs.
- Cleans and organizes storage facilities.
- Provides training on use/maintenance of equipment.
- Acts as a specialist in assigned program area, performing the most complex technical duties, which may include legal secretary responsibilities.
- Schedules and tracks deadlines to move cases forward and meet procedural requirements.
- Processes subpoenas for law enforcement and witnesses.
- Oversees and coordinates document production; compiles information necessary for reports and case development.
- Prepares written and verbal correspondence with involved parties, attorneys and citizens.
- Trains and backs up other clerks.
- Verifies legitimacy of requests for information, ensuring that nothing confidential may be used for fraudulent purposes.
- Supervises and directs individuals and work in the office.
- Trains, implements and oversees the deployment of programs.
- Monitors fiscal expenditures.
- Develops local policies and procedures.
- Makes referrals to supporting agencies.
- Recommends and interprets operational policies.
- Performs a variety of routine tasks in the acquisition, disbursement, and inventory of equipment and supplies.
- Participates in the annual budget request process.
- Trains and supervises assigned staff in accounting procedures.
- Works with and provides information for Supreme Court internal auditors.
- Considerable knowledge of management practices and Court procedures (including case management techniques), legal terminology and concepts, accounting practices and procedures.
- Comprehensive knowledge of the court automated system; capable of troubleshooting if problems arise.
- Able to organize and prioritize duties. Handle multiple tasks at the same time and tolerate constant interruptions.
- Efficiently operates and maintains all office equipment.
- Knowledge of general office procedures; proper grammar, spelling and punctuation. Proficient skill in typing, word processing, proofreading and general filing.
- Knowledge of budgeting and purchasing procedures.
- Knowledge of Supreme Court Personnel Rules.
- Knowledge of legal concepts, terminology, principles and procedures.

- Ability to develop a good working knowledge of the case management system, and to assist with training employees on the case management system, court procedures, court documents, and file management.
- Ability to become familiar with court policies and procedures, the Wyoming Statutes, legal terminology, legal concepts, principles and procedures.
- Ability to read and speak Spanish desired, but not required.

MINIMUM QUALIFICATIONS:

- High school graduate or GED equivalent with at least one year of clerical experience. Prefer experience as a legal secretary, assistant, or clerk with some bookkeeping.
- Knowledge of general office procedures, proper grammar, spelling and punctuation.

A typing test is required of all applicants at a Wyoming Workforce Service Center (forty words per minute minimum). The successful candidate will undergo a criminal background check requiring fingerprinting.

Employment is “at will.” The annual gross starting salary range for this position is \$50,000 to \$59,000, depending on experience and qualifications. State benefits are provided in addition to salary. A Judicial Branch Application Form is available at <http://www.courts.state.wy.us/wp-content/uploads/2018/11/wsc-app-NOV2018.pdf>. A fully completed application along with cover letter and resume must be sent by January 18, 2019, to:

Rock Springs Workforce Center
2451 Foothill Blvd. #100
Rock Springs, Wyoming 82902-5570
307-382-2747

If you are a war veteran, or surviving spouse of a war veteran, and wish to receive preference under Wyo. Stat. § 19-14-102, you must complete the Veteran’s Preference section on the Wyoming Judicial Branch At-Will Employment Application and attach your DD214 form to the application.

The State of Wyoming is an Equal Opportunity Employer.