

CLERK

OVERVIEW

Under the general direction of the Chief Clerk and Judges of the Sweetwater County Circuit Court, the clerk performs a variety of working-level legal procedures in trial court operations relating to the preparation and processing of court cases. This is a position of significant responsibility requiring a high degree of ability and comprehension. Attention to detail is critical. Travel for training and meetings may be required. This position does not have budget authority.

ESSENTIAL FUNCTIONS/DUTIES (Depending on the practices of the particular court):

CASE MANAGEMENT (civil/stalking/family violence/criminal/traffic):

- Prepares, assembles, and checks 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;
- Prepares documents for civil/stalking/family violence/traffic/criminal cases;
- Takes understandable and legible notes of all court proceedings; operates automated court recording system and assures proceedings are recorded with minimal defects;
- Enters and retrieves data through the case management system; prepares record checks by searching indexes and/or documents to obtain and verify information;
- Performs follow-up work subsequent to court sessions; distributes judicial orders; posts information generated during court sessions to case files; prepares and routes copies, certified, if necessary, and maintains payment schedules;
- Schedules and tracks deadlines to move cases forward and meet procedural requirements;
- Issues subpoenas for law enforcement and witnesses;
- Reviews, verifies, and enters pertinent data into the case management system;
- Processes bench warrants, petitions to revoke, and order to show cause documents; prepares transcripts for bound-over cases and appeals; processes petitions, complaints, pleadings, motions, subpoenas, remands, judgments, post judgment pleadings and all other orders made by the court; processes failure to appear (FTA) notices, Non-Resident Violator Compact notices, and abstracts to the appropriate agencies;
- Issues jury summons; maintains list and processes payments to jurors; sends copies of questionnaires to appropriate counsel;
- Assists in the preparation of files for storage, drug court procedures, and any other duty assigned;
- Distributes the necessary legal papers to the correct people, making and coordinating appointments;
- Verifies legitimacy of requests for access to court information, ensuring that confidential information is redacted from the public file;
- Trains and backs up other new clerks.

ACCOUNTING:

- Receives and receipts money by cash, check, money order, credit card, or e-Payment; balances cash drawer(s); posts transactions to appropriate accounts; disburses monies according to established procedures;
- Prepares end-of-day report and balances daily receipts to report; prepares deposits and assures that deposits are taken to the bank daily; assists in end-of-month procedures as requested.

COMMUNICATION:

- Ability to communicate effectively, 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 distressed customers both at counter and on the phone;
- Efficiently collects, opens, sorts, distributes, and/or sends postal mail, email, or other information;
- May be responsible for court correspondence.

KNOWLEDGE/SKILLS:

- Appropriately maintains confidentiality of court records;
- 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 organize and prioritize duties, handle multiple tasks at the same time, and tolerate constant interruptions;
- Ability to efficiently operate and maintain all office equipment;
- Ability to pass a typing test at 40 wpm or more;
- Ability to become familiar with court policies and procedures, Wyoming statutes, legal terminology, legal concepts, principles, and procedures;
- Ability to attend work on a regular basis, including arriving at work on time.

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.
- Knowledge of computers and general software applications, including but not limited to Microsoft Word and Excel.

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 for this position is \$38,500. 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 June 26, 2019, to:

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

If you are a United States Armed Forces veteran or the spouse of a veteran who was married to that veteran at the time of that person’s death and receive survivor benefits, to receive veteran’s preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran’s Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a Form DD214 to the application.

The State of Wyoming is an Equal Opportunity Employer.