

## **PART-TIME CLERK**

### **OVERVIEW**

Under the general direction of the Chief Clerk and Judges of the Campbell County Circuit Court, the part-time 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 professional and productive 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.

The successful candidate may be required to undergo a criminal background check requiring fingerprinting. Employment is “at will.” The annual gross salary range for this position is \$18,500 - \$20,000, commensurate with qualifications and experience. State benefits are provided in addition to salary. A Wyoming Judicial Branch Application form (WJB Employment Application) is available at <http://www.courts.state.wy.us/wp-content/uploads/2018/11/wsc-app-NOV2018.pdf>. Applications will be accepted until the position is filled. A fully completed application along with cover letter and resume must be mailed or delivered to the court:

Campbell County Circuit Court  
Attn: Honorable Wendy Bartlett  
500 South Gillette Ave., Suite 2200  
Gillette, WY 82716

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 you 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 copy of Form DD214 to the application.

The State of Wyoming is an Equal Opportunity Employer, actively supports the ADA and reasonably accommodates qualified applicants with disabilities.