

FILING CLERK – DATA ENTRY

NATURE OF WORK

This is entry-level clerical work involving identifying, retrieving and replacing departmental files; microfilming daily filings and docket sheets; and verifying court case agendas. Work involves performing standardized duties representing well-defined procedures and techniques. An employee within this classification may perform general reception, data entry and mail tasks while conducting routine duties. General supervision is received from an administrative superior with work reviewed in the form of accuracy, timeliness and compliance with departmental standards.

EXAMPLES OF WORK PERFORMED

Essential:

Entering and scanning court pleadings

Pull files for scheduled Court appearances

File daily pleadings and files

Verify that all pleadings are in cases that are going to Court

Check out files when they are set for Court

Bending and reaching to retrieve files on a regular basis

Non-essential:

Any assignment or task requested by the Clerk of the District Court

Perform routine clerical and reception work including typing, photocopying, answering phone calls and assisting attorneys and the public with their questions and requests

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of modern office practices, procedures, equipment and standard clerical techniques

Ability to communicate effectively both orally and in writing

Ability to establish and maintain effective working relationships with other employees, County officials and the public

Ability to understand and follow complex oral and written instructions

Skill in the operation of a calculator, computer terminal and other common office equipment

DESIRABLE QUALIFICATIONS

Graduation from high school or equivalent and experience in performing varied office and clerical tasks including filing.