



CLASSIFICATION NO. 154  
Established: 7/22  
FLSA: Non-Exempt  
EEO: 6

## **JUSTICE COURT CLERK 2**

### **CLASS CHARACTERISTICS**

Under general supervision, to perform the violations court clerk, civil court clerk and civil trial docketing clerk roles and responsibilities associated with violations and cases heard through the Justice Court; to act as a technical and training resource for Justice Court Clerk 1 staff; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Justice Court hears criminal/traffic/violations and civil/small claims/landlord-tenant cases filed with Clackamas County Justice Court. Criminal violations include a variety of cases including traffic and other citations such as minor in possession of alcohol or marijuana, marine, forestry and parks, fish and game, weigh master, and public transportation. Civil cases include small claims, landlord-tenant, and civil cases with a jurisdictional limit of \$10,000. The Justice Court is not a court of record as no transmission of open court proceedings through electronic media is maintained.

The Justice Court Clerk 2 (JCC2) performs the full scope of court clerk roles. Incumbents perform violations court clerk duties in adjudicating criminal/traffic/violations pursuant to the violations' bureau order and assisting the public with entering a plea, citation payments, and license clearances. Civil clerk duties include case processing from filing to resolution of civil/small claims/landlord-tenant cases. Civil trial docketing clerk duties include preparing court dockets for civil/small claims/landlord-tenant cases, establishing and setting hearing and trial dates in compliance with statutory timelines, maintaining a jury pool, and ensuring all documents for the case are complete and organized within the electronic case file. The JCC2 also provides training and technical assistance to JCC1 staff in performing violations clerk duties and routine and limited violation trial and civil case processing tasks.

The Justice Court Clerk 2 differs from Justice Court Clerk 1 which does not perform the full scope of civil case processing from filing to resolution, trial docketing from setting hearings or trials to assisting the Judge in the courtroom, and acting as a technical and training resource to JCC1 staff. It differs from the Sheriff's Civil Specialist which examines, rejects or accepts, and processes legal and other official documents to be served by Sheriff's Office Deputies. It also differs from the Legal Assistant series which performs a range of legal case management and support activities to attorneys for the criminal prosecution of misdemeanor and felony cases and other functions of the District Attorney's Office. It also differs from the Office Specialist series which performs a variety of moderately difficult administrative support activities according to generally established guidelines, regulations or instructions but not the specialized duties within the Justice Court of adjudicating traffic violation cases and performing case processing and support activities for civil cases.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Provides customer assistance to the public in person, by mail, email and telephone; receives and responds to questions from attorneys, landlords, tenants, external law enforcement, collection agencies, and the public regarding disposition of cases; communicates case information; explains procedures for criminal/traffic/violation court proceedings including arraignments and trials, plea and payment options, collection processes and license clearances; explains procedures for civil court proceedings including first appearances, mediation, hearings and trial dates, post adjudication procedures, civil filing fees and costs; facilitates resolution of a variety of routine to complex case issues with the assistance of a supervisor; provides documents and calculates fees in response to public records' requests; provides information following department procedures and policies; refers the public to the Oregon State Bar for legal guidance.
2. Acts as technical and training resource to JCC1 staff regarding court processes, workflow and adjudication of traffic/criminal/violation cases and civil/small claims/landlord-tenant cases; provides explanations, guidance and training; resolves technical or procedural questions and issues; checks completed work; reviews accuracy of civil case data entry, scanning and other routine civil case processing tasks performed by JCC1 staff.
3. As civil clerk, performs case processing and maintains workflow of civil cases using the case management and electronic filing program; receives, reviews and examines civil pleadings and legal documents for form, sufficiency of information, conformance with legal requirements and appropriate jurisdiction including complaints, summons, proofs of service, non-military affidavits, answers, writs, declarations of non-compliance and requests for hearings; processes, maintains, enters and completes the filing process for cases that are filed in person, by mail, or electronically; sets up and monitors cases in the electronic case filing program following strict statutory timelines; enters new filing information for civil/small claims/landlord-tenant cases; verifies electronically filed pleadings, motions and documents; determines appropriate fees; cashiers, receipts, processes, tracks and balances fees, payments and bonds collected for civil cases; tracks statistical data for civil/small claims/landlord-tenant cases.
4. Prepares first appearance orders and judgments for landlord-tenant cases; prepares notices of restitution and writs of execution; communicates with the sheriff's civil department regarding filing and service of legal documents; prepares supplemental judgments for judicial review; processes motions, amendments, stipulated agreements and dismissals from attorneys and parties for the Judge's review and signature; enters case dispositions; drafts court orders under supervision; refers small claims cases to mediation and monitors the results of mediation; provides a certified copy of a judgment as requested; issues writs of garnishment; finalizes civil/small claims/landlord-tenant cases in the electronic filing program; transcribes cases to circuit court upon request; prepares files for transfer to circuit court as required.
5. As civil trial docketing clerk, processes motions from attorneys and parties; prepares and proof reads the court docket for accuracy when setting cases for hearing or trial; creates electronic docket files; verifies the docket for accuracy; establishes hearing and trial dates; coordinates scheduling of hearing and trial dates with attorneys, the public, and the County's Resolution Services (mediation) department; issues subpoenas; schedules and reschedules trials and various court hearings such as motions, non-compliance hearings, garnishee hearings and garnishment challenges; maintains compliance with statutory timelines; issues

hearing and trial date notices to parties and attorneys; issues subpoenas ; maintains jury pool for civil/small claims/landlord-tenant cases; prepares the post adjudication appeal file for transfer to circuit court.

6. Prepares the courtroom for court appearances, hearings and trials; provides courtroom clerk assistance for the Judge during civil/small claims/landlord-tenant hearings and trials; ensures case files, documents, evidence and other materials are complete, available and organized according to the docket prior to the beginning of the court session; administers oaths; maintains chain of evidence and security of files, exhibits, agreements and other documents; maintains the record of actions taken; maintains bench and courtroom supplies, neatness and orderliness; provides assistance with audio/visual equipment as needed.
7. Performs JCC1 work related to violations clerk duties, violation trial tasks and finance tasks; in addition to these duties tracks statistical data on criminal/traffic/violations.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Oregon Revised Statutes including the vehicle code, criminal code, landlord tenant and small claims laws, Oregon Administrative Rules, Rules of Civil Procedure, Uniform Trial Court Rules; Department of Motor Vehicle Rules; Law Enforcement System (LEDS) Rules; General Court Orders and court procedures related to criminal/traffic/violation and civil matters.

Working knowledge of: Methods and practices of bookkeeping, financial recordkeeping and cash handling; basic accounting principles and practices, including mathematical calculations; office equipment, including computers and software programs, scanners, copiers, telephones and their functions/capabilities; concepts and techniques of prioritizing and organizing work; customer service and public relations concepts and techniques; techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds; English composition, spelling, punctuation and grammar.

Skill to: Independently, accurately and effectively organize, perform and act as technical and training resource for assigned tasks and duties following established procedures, regulations and program policies; interpret court documents and explain applicable complex laws, codes, statutes, regulations, rules, policies and procedures without giving legal advice; compile and maintain records; review documents for completeness, sufficiency, and conformity; accurately count, record and balance transactions; effectively operate office equipment, personal computers and computer software; perform data entry and arithmetic calculations with speed and accuracy; prioritize work effectively in a multi-task, and detail and deadline driven environment; communicate effectively, both orally and in writing, including drafting effective and concise correspondence; establish and maintain effective working relationships with staff, Judge, law enforcement and court personnel, parties and attorneys, other agencies, and the public in a courteous, professional manner; maintain composure under stressful conditions; maintain confidential information in accordance with legal standards and County regulations.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related court experience that would provide the required knowledge and skills to perform the responsibilities of this position.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must pass a criminal background check which will include national and state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Within thirty (30) days of hire, possession of Law Enforcement Data System certification.