

## **HENDRICKS SUPERIOR COURT NO. 3**

**Job Title:** Court Clerk  
**Reports To:** Judge, Hendricks Superior Court No. 3  
**Effective Date:** **March 19, 2018**

**Purpose:** To ensure timely electronic notice and provide paper notice (when applicable) to litigants of all court orders and actions, to maintain accurate and reliable information in the Clerk's record of judgments and orders, and to assist in the general operations of the Court.

**Duties:**

**Individual is primarily responsible for the following:**

1. Verify that all pleadings received by the Clerk have been entered on the appropriate Chronological Case Summary.
2. Verify that every document-related entry on a Chronological Case Summary has a corresponding document attached to the entry (paper where applicable).
3. Maintain pleadings in court case files in chronological order (when applicable with paper files).
4. For all court cases, promptly provide litigants and others, including but not limited to, attorneys, probation, Indiana Department of Corrections and Sheriff's office, with electronic copies (paper where applicable) of all court orders and chronological case summary entries by mail, delivery to an attorney box in Clerk's office or hand delivery and enter date of notice and person notified on the chronological case summary.
5. Review all court orders for judgments and notify Clerk for entry into the Clerk's official Record of Judgments and Orders.
6. Issue criminal summons, warrants, transport orders, protective orders and judgments and other orders issued by the Court.
7. Enters and updates judgments and restitution orders in the docket books and records orders in the Record of Judgment and orders in the Clerk's office including, but not limited to, satisfaction of judgment, release of judgment via bankruptcy and assignment of judgments.
8. Prepare copies of court documents needed for notice to the public on RJO.
9. Assist public who present to the court office and via telephone with access to files, questions and copies.
10. Process all court mail.

**The Court staff is expected to work as a team/comprehensive unit assuring the efficient operation of the court at all times. Accordingly, in addition to the primary duties listed above, this individual is specifically designated to assist other staff members with the following duties when circumstances dictate:**

1. Receives motions from counsel, or self-represented parties, and reviews them prior to forwarding them to the Judge for review in court, if necessary, contacts counsel, or party to request additional information or revisions.
2. Assist citizens who require assistance or information. "Check-in" individuals with business in the Court and notify the bailiff when necessary.
3. Alert Courthouse Security and/or Jail Security team of potential security problems.
4. Assist any Special Judge serving in Hendricks Superior Court 3.
5. Triage – bring to attention of Judge any urgent or emergency requests, including but not limited to emergency issues with children, protective orders, injunctions, release of garnishments, warrant recalls, etc.
6. Assists the Judge with correspondence, typing, copying, mailing, etc.

**Knowledge, Skills and Abilities:** Reading and mathematics skills at a level typically associated with completion of a general high school curriculum. Superior written and verbal communication skills, including the possession of legible handwriting. Superior organizational and time management skills. Prefer working knowledge of, operations of a civil and criminal court system. Working knowledge of all office equipment, including, but not limited to, computer, scanner, photocopier machine and telephone system. Knowledge of word processing and other computer office programs utilized by the Court, including but not limited to Odyssey, Incite, Microsoft Word, Microsoft Outlook. Ability to accurately and efficiently operate the programs. Knowledge and understanding of legal terminology and procedures. Knowledge of professional office practices and procedures. Ability to handle multiple and changing priorities. Ability to understand legal proceedings, pleadings, and legal system in general. Accurate and careful attention to detail. Physical requirements include, but are not limited to, sitting or standing for lengthy periods of the time in many instances without breaks.

**Judgment and Responsibility:** Individual works under general direction on a wide variety of duties including established tasks and special projects which are either self-directed or assigned by others. Established policies, procedures and standards are often, but not always, available, and may be so general in nature that individuals must exercise discretion with respect to assignments or duties. Individual has no supervisory responsibility for the work of others. Individual must at all times exercise sound

judgment in the dealings with the public, attorneys, other Court staff members, member of other court's staff, and other governmental entities. Individual must demonstrate the highest level of integrity and trustworthiness. Individual must respect and maintain a high level of confidentiality of all matters before the court.

**Approval:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This document is intended to describe the general nature and level of work performed by individuals assigned to this job classification. It is not intended to provide an exhaustive list of all duties and responsibilities of personnel in all divisions and/or locations so classified, nor is it intended to limit the authority of the Court to assign or direct the activities of employees. Nothing contained herein constitutes a contract of employment nor does it create any property interest.**