

**Hendricks County
Job Description**

Title: Notifying/Criminal Clerk

FLSA Status: Non-exempt

Department: Clerk

Pay Band: OSS 4

Supervisor: Clerk

**Hours Work: 8:00am to 4:00pm
Monday thru Friday**

Purpose of Position: Notifies on Superior Court I cases, Notifies on all Decided and Dismissed Circuit Court cases, and Superior Court II Small Claim cases, Enters New Criminal Case in Computer.

Essential Functions:

- Enters new criminal cases in the computer system.
- Notifies attorneys and other involved parties of changes or updates to all cases for Superior Court I, all decided and dismissed Circuit Court Cases and Superior Court II Small Claim Cases .
- Answer phone calls , answer questions or refers to the appropriate person or department.
- Updates judgments in judgment docket.
- Helps enters Cash Bonds from Sheriff's Department
- Helps create Bond Out and Video list daily.
- Enters Pleadings into the computer
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Ability to maintain confidentiality
- Good organizational skills
- Ability to work basic math problems
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

Non-Essential Functions:

- Assist others in the department as time allows.
- Performs other duties as assigned.

Education & Qualification Requirements:

- High school diploma or GED

Responsibility:

Incumbent works under established guidelines and procedures. Tasks are fairly routine, but require some selection of applicable methods and procedures. Errors in work can cause significant inconvenience to the public or significant loss of time to the courts.

Working Relationships:

Working relationships are with supervisor, associates in same department, other county departments, courts and the general public for the purpose of communicating factual or procedural information.

Working Conditions & Physical Demands:

Work is performed in a standard office environment.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name