

COURT FACILITIES AND RECORDS CLERK

DEFINITION

Under general supervision, performs clerical work in the collection, storage, and distribution of Court case files and other records at the Court's central record facility; assists with the moving and relocation of staff, Judicial Officers, and furniture; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Employees within this class rotate through the various assignments on a regular basis. This class is distinguished from other general clerical classes by frequent demand to engage in physical labor such as lifting and carrying file boxes weighing from 40 to 60 pounds. Employees of this class must routinely use warehouse equipment and drive trucks and vans.

ESSENTIAL FUNCTIONS

1. Responds to inquiries from court staff and attorneys regarding stored files by retrieving files, preparing correspondence, and preparing photocopies.
2. Pulls files and prepares for courier delivery and files returned files using a hydraulic lift or 10' ladder. Arranges documents as required in each case file.
3. Researches court case file numbers using the court's civil computer application, case inventory and index system and microfiche reader equipment.
4. Carries and moves file storage boxes using a high reach telescope mast lift, 10' ladders and hand trucks to perform file warehousing activities.
5. Acts as the court's daily courier transporting files, mail, and furniture among all court locations.
6. Packs and loads files for transport from court locations to the records center using flatbeds, pallet jacks and dollies.
7. Assists court facilities personnel by moving and loading furniture using trucks, hand trucks, and flatbeds.
8. Loads and unloads trucks using a forklift.

9. Repairs broken desks, bookshelves, cabinets, and microfiche readers using hand tools.
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

One year of responsible warehousing experience that included clerical record keeping or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Employees of this class must be willing to work in a warehouse environment.

Knowledge of

Court filing systems; legal terminology; customer relations; County requirements and state laws related to the operation of County owned vehicles.

Ability to

Use warehousing tools and equipment; safely operate a motor vehicle; follow verbal and written instructions; operate modern office equipment including a personal computer; maintain effective working relationships with court staff.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens. Ability to speak and hear at normal conversational levels in person and over the telephone. Manual dexterity to write legibly and to use a computer terminal; to use both hands to grasp and hold boxes, supplies, tools, and other stock items of various sizes and shapes. Ability to regularly lift, carry, and push more than 40 lbs.; and to reach, bend, or crouch to retrieve or store stock and other items. Ability to safely operate a fork lift to pick up and move boxes and other items. Ability to work outdoors in inclement weather as required; and indoors around fumes and dust.

Date Est. 4/00