

DATA ENTRY CLERK

NATURE OF WORK

This is responsible clerical work entering data into a computer terminal. Work involves data entry related to court cases, reference information and cases status; coordinating, completing and distributing assigned certificates and reports; and performing general clerical, reception and project tasks as assigned. Supervision is received from an administrative superior with work reviewed in the form of accuracy, completeness of records and timeliness of work.

EXAMPLES OF WORK PERFORMED

Essential:

Enter filings by code into the computer systems under the correct case number
Enter new cases into the computer systems

Non-essential:

Any assignment or task requested by the Clerk of the District Court
Complete and distribute Final Disposition Reports on criminal cases
Complete and distribute Certificates of Dissolution of Marriage
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

Some knowledge of legal terminology and associated documents
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 general 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 data entry

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and some experience in performing varied office and clerical tasks or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.