

Recommendation

from

Lancaster County Personnel Policy Board

TO: Todd Wiltgen, Chair

RE: Personnel Policy Board Recommendations

The Lancaster County Personnel Policy Board, at their July 6, 2017, meeting voted to recommend to the Board of Commissioners for approval:

ITEM 1: Request to revise the classification, title and change the pay grade of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
2310	Court Clerk	Court Services Supervisor	C06 (\$37,787.36 - \$48,401.60)	C08 (\$40,555.84 - \$51,950.08)

ITEM 2: Request to revise the classification and title of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>
2305	Court Services Supervisor	Court Services Coordinator (C06)

Date of Commissioners Meeting

July 11, 2017

Request Made By


Doug McDaniel

Department

Human Resources

Date

July 6, 2017

LANCASTER COUNTY
COURT CLERK SERVICES SUPERVISOR

NATURE OF WORK

This is responsible and complex supervisory work which involves, overseeing, documenting, processing, recording and maintaining Lancaster County District and Juvenile Court records, all judicial actions, cases and pleadings for District Court and Juvenile Court. This position supports the work of District and Juvenile Court Judges, Attorneys, Law Enforcement as well as carrying out the statutory duties of the Clerk of the District Court.

Work involves supervising and training subordinate clerical staff in the individual processing of cases, pleadings and judicial actions; reviewing the work of subordinates to ensure that each case and pleading have been fully processed and each item distributed to the employee responsible for the next step in the process; fielding questions from attorneys and the public; meeting with judges to dispose of inactive cases; coordinating the County Mental Health Board meetings; selecting jurors for duty; contacting other courts and agencies including the County Jail, the Nebraska Penal Complex, the County Sheriff, the Public Defender and the County Attorney on related items; tabulating court costs; balancing daily child support receipts; acting as the Clerk of District Court in the absence of the Clerk of District Court and the Chief Deputy Clerk of District Court. Supervision is exercised over subordinate clerical employees in the Court Services Division. Supervision is received from the Clerk of District Court.

EXAMPLES OF WORK PERFORMED

Plan and supervise the work of subordinates; coordinate employee work assignments to ensure staff coverage; determine the need for and provide employee training; and evaluate complete employee performance evaluations; fill in for absent employees as necessary; review the work of subordinate employees to ensure all cases and pleadings have been properly processed before submitting them to the next step in the process.

Analyze, follow and apply federal and state laws, rules and regulations relating to the Clerk's responsibilities and duties; review any legislative changes; update the instructional and procedural manuals and forms due to said legislative changes; update employees with the legislative changes pertaining to the Clerk's statutory duties.

Review and monitor Nebraska Court Administrator Office reports and take action as needed.

Manage and maintain confidential and sealed paper and electronic documents/case files.

Instruct, assist and coordinate with other city/county agencies/departments, courts and state and federal agencies with regard to documenting, retrieving and processing court records.

Manage and record board hearings and appeals; coordinate and account for all payments associated with board members, consultants, witnesses and interpreters.

Transcribe, record process and maintain the records of all judicial entries and actions made by

~~judges of the District Court and Juvenile Court; prepare the daily set of minutes; enter temporary and final judgments into the Judgment Record; prepare a daily disposition sheet describing all cases which have been disposed; meet with judges to dispose of inactive cases; make necessary entries to dispose of cases and notify all parties involved.~~

Assist attorneys, paralegals, the staff of the State Court Administrator's Office, public officials, other government agencies, and the general public with questions regarding cases; cases; procedures; garnishments and jury duty; and other inquiries relating to court matters.

Coordinate the County Mental Health Board meetings/hearings including scheduling the meetings/hearings, arranging for all necessary persons to be in attendance and notifying all interested parties; gather information and files for the Board's review; tape-record the hearings and transcribe document all actions made taken by the Mental Health Board on the electronic docket sheet.

Summon prospective jurors for duty; administer the oath to selected jurors; maintain records of juror status (excused, no-service, delayed); read verdicts.

Tabulate fees, court costs and restitutions; balance daily child support receipts in the absence of the Chief Deputy Clerk.

Act as the Clerk of District Court in the absence of the Clerk or Chief Deputy Clerk of District Court.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of court records, legal documents and administrative procedures required within the state judicial system.

Considerable knowledge of the Nebraska Supreme Court's record keeping database system (JUSTICE).

Some knowledge of modern office management and procedures as well as records information and database/electronic management related to judicial and court records.

Ability to train, supervise and evaluate employees engaged in the clerical work/processing of documents/records of in the court system.

Ability to read, understand, and apply applicable laws related to the Clerk's work processes.

Ability to establish and maintain effective working relationships with judges, court staff, attorneys, county and city officials, employees and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the operation of office equipment.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent plus considerable experience in legal clerical work and experience in a supervisory capacity.~~

MINIMUM QUALIFICATIONS

Associates degree in business or paralegal discipline ~~Graduation from an senior high school or equivalent plus two years of experience in legal clerical related work and some six months of experience in a supervisory capacity or any equivalent combination of training and experience that provides the desired knowledge, abilities and skills.~~

Revised: 1/967/17

PS2310

LANCASTER COUNTY
COURT SERVICES SUPERVISOR/COORDINATOR

NATURE OF WORK

This is responsible supervisory and complex work, which includes critical thinking, and coordinating and monitoring the clerical workflow for and monitoring designated workflow for the Lancaster County District Court and Juvenile Court activities. This position supports the work of District and Juvenile Court Judges, Attorneys, Law Enforcement as well as carrying out the statutory duties of the Lancaster County Clerk of the District Court.

Work involves processing and coordinating legal documents, forms and reports for a judge's review/signature; training, assigning, supervising and evaluating the work of subordinate clerical staff; and signature and providing office resource information to employees, the legal community and elite the public. Work further involves entering, revising and maintaining paper and electronic computerized work files (using the Nebraska Supreme Court record keeping database, JUSTICE); creating spreadsheets to evaluate and track court records; preparing and mailing attorney correspondence; and providing backup support to clerical office personnel when necessary. Supervision is provided by an administrative superior with work reviewed in the form of reports and results achieved. Supervision is exercised over subordinate clerical staff.

EXAMPLES OF WORK PERFORMED

Analyze and review judges' notes, investigate and verify recorded information, resolve discrepancies with judges and court staff, review JUSTICE reports and monitor record processing to ensure consistent workflow and accuracy of court records.

Train, assign, supervise and evaluate the work of assigned subordinate clerical personnel; coordinate and monitor workflow to ensure work timelines and office services are prioritized; communicate with attorneys, judges and departmental staff regarding court schedules, files and documentation.

Analyze legal and other documents; enter the required information derived from the documents on JUSTICE; and initiate necessary attorneys or other correspondence.

Enter information from subpoenas, motions, orders, pleadings, docket sheets and related legal documents into computer database; transcribe judge's orders and initiate necessary attorney or client correspondence; obtain, index and file court docket sheets; act as resource for personnel seeking docket information.

Process District and Juvenile Court appeals to the Nebraska Court of Appeals and Supreme Court; send In Forma Pauperis (indigent party) appeal paperwork to the assigned judge for his/her evaluation/decision, and process it for the Court of Appeals/Supreme Court.

Process appeals which includes: creating and sending the Certificate of Appeal to the court of Appeals/Supreme Court; preparing Transcripts and Supplemental Transcripts (pleadings of the case); and

sending them electronically to the court of Appeals/Supreme Court in the required timeline; creating and recording all appeal activity on the Appeal Spreadsheet; notifying Adult Probation and preparing a statement of costs for the appealing parties/attorneys.

Notify parties/attorneys of the filing of the Bill of Exceptions (transcript of the District Court proceedings along with the exhibits).

Process mandates and opinions from the Court of Appeals/Supreme Court.

Recognize and follow changes in federal and state laws, and rules and regulations, and apply them to the Clerk's responsibilities and duties.

Carry out independently special work projects assigned by the Clerk.

~~Compile case data and generate routine reports; process, revise and maintain computerized-workpaper and electronic files; and prepare and post attorney correspondence related to case timelines; file legal documents and related records in case files.~~

~~Advise office personnel and clientele of office procedures and protocols as needed; respond to routine complaints and initiate corrective action when operational problems arise; provide backup reception and client assistance when necessary.~~

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern office practices and procedures.

Knowledge of legal terminology, documents, forms, and routine correspondence.

Knowledge of the legal process, court proceedings and judicial systems.

~~Ability to plan, train, supervise and evaluate the work of clerical subordinates.~~

~~Ability to organize and maintain writtenpaper and computerizedelectronic legal records and files and to prepare reports from such records.~~

Ability to adapt to advancements in technology.

~~Ability to prepare and revise legal forms, documents and correspondence per State statute or amendment.~~

Ability to establish and maintain effective working relationships with co-workers, attorneys, court personnel and the general-public.

Ability to communicate effectively both orally and in writing.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from senior high school or equivalent including supervisory experience managing a clerical environment.~~

MINIMUM QUALIFICATIONS

~~Associates degree in business or paralegal discipline~~ Graduation from senior high school or equivalent ~~including some plus two years of experience supervising personnel within a clerical environment~~ legal work or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

4/07/17

PS2305