



POSITION DESCRIPTION

DEPARTMENT:

POSITION TITLE: Records Clerk

GRADE: 2

EMPLOYMENT CATEGORY: Regular Full-time

STATUS: Nonexempt

REPORTS TO: Office Manager

POSITION SUMMARY:

The Records Clerk is a full-time position with a variety of responsibilities. These include closing of criminal, juvenile and traffic case files, assisting in the opening of criminal, juvenile, and traffic cases, and preparing KDAR disposition reports and collecting statistical data on case dispositions. The employee exercises routine duties and independent judgement under supervision.

FUNDAMENTAL JOB DUTIES:

- Closes criminal, juvenile and traffic case files utilizing established policies and procedures.
- Maintains and organizes the 4th floor Records Room.
- Completes and forwards KDAR disposition reports to the Kansas Bureau of Investigation on cases as they are closed.
- Collects statistical data on certain disposition information as cases are closed and forwards that data to the Investigator for submission to the State Board of Education.
- Assists with opening criminal, juvenile and traffic case files utilizing established policies and procedures.
- Organizes loose filing into the appropriate case file utilizing established policies and procedures.
- Locates prior convictions/adjudications for jury list preparation.
- Assists with preparing files on the docket in preparation for court hearings.
- Performs other duties as needed, such as assisting in locating files.
- Other duties as directed by the Office Manager, Secretarial Pool Manager or the County Attorney.

EDUCATION:

The position requires a high school education or GED.

EXPERIENCE / SKILLS:

One (1) year of training in general secretarial skills and one (1) year of office related experience requiring the use of a computer. Two (2) years of experience may be substituted for the formal training requirement. Prior experience in a law office is preferred. The position requires that the employee have no felony convictions and no misdemeanor convictions for crimes involving moral turpitude or dishonesty. Submission to a background check is a requirement of this position.

PHYSICAL REQUIREMENTS / ABILITIES:

High mental, visual and aural concentration is frequently required. The employee is required to sit for long periods of time, stand, walk, bend, reach and lift. The position requires that the employee lift boxes of files weighing approximately forty (40) pounds, on occasion. The position may require the employee to climb a stepladder to obtain files from storage. The duties require acute hearing and adequate visual acuity. Adequate speech capabilities are required. The position requires reasonable mobility to access files, copier and other information. The position requires the ability to obtain files from the top drawers of 67" filing cabinets and have full range of motion in bending and lifting.

WORKING CONDITIONS / ENVIRONMENT:

Position requires working in a well-lit, climate-controlled office, sitting at a desk and computer workstation, viewing computer monitor, typing on a computer keyboard, talking on the phone and using a copier on a routine basis. Position is under limited supervision. The position follows established standard policies and procedures, court rules and state statute. Has frequent contact with the public.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____