

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 7th day of February, 2024.

Upon the motion of Commissioner VanBeek and the second by Commissioner Brooks the Board resolves as follows:

To adopt the changes to the **job title of (4) positions** in the Clerk's Department.

One (1), Clerk I, salary grade 11, min. \$37,440.00 (\$18.00/hr) and max. \$51,667.20 (\$24.84/hr), position control number 001 336 711, FLSA Non-Exempt.

To

One (1), Clerk II, salary grade 12, min. \$43,680.00 (\$21.00/hr) and max. \$60,278.40 (\$28.98/hr), position control number 001 336 711, FLSA Non-Exempt.

AND

One (1), Clerk I, salary grade 11, min. \$37,440.00 (\$18.00/hr) and max. \$51,667.20 (\$24.84/hr), position control number 001 336 722, FLSA Non-Exempt.

To

One (1), Clerk II, salary grade 12, min. \$43,680.00 (\$21.00/hr) and max. \$60,278.40 (\$28.98/hr), position control number 001 336 722, FLSA Non-Exempt.

AND

One (1), Clerk II, salary grade 12, min. \$43,680.00 (\$21.00/hr) and max. \$60,278.40 (\$28.98/hr), position control number 001 336 322, FLSA Non-Exempt.

To

One (1), Clerk III, salary grade 12, min. \$43,680.00 (\$21.00/hr) and max. \$60,278.40 (\$28.98/hr), position control number 001 336 322, FLSA Non-Exempt.

AND



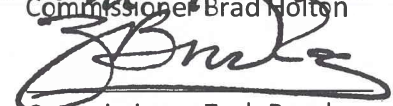
One (1), Clerk II, salary grade 12, min. \$43,680.00 (\$21.00/hr) and max. \$60,278.40 (\$28.98/hr), position control number 001 336 701, FLSA Non-Exempt.

To


One (1), Clerk III, salary grade 12, min. \$43,680.00 (\$21.00/hr) and max. \$60,278.40 (\$28.98/hr), position control number 001 336 701, FLSA Non-Exempt.

Job Description is attached

- ☒ Motion Carried Unanimously
- ☐ Motion Carried/Split Vote Below
- ☐ Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 _____ Commissioner Lesie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: RICK HOGABOAM, CLERK



Deputy Clerk

Date: 02-07-24



Court Clerk I-IV

Department: Clerk's Office
FLSA Designation: Non-Exempt

Effective Date: 1/31/2024

General Statement of Duties

This class specification describes a four-level flexibly staffed classification series. Under varying levels of supervision, incumbents assigned to the Court Clerk series receive, examine, prepare, and process a variety of legal documents in support of court operations, and perform related duties as required. Promotion through classification levels is not automatic and requires mastering of pre-established support functions as outlined below, the recommendation of the Area Supervisor, and the approval of the Director of Court Operations or his/her designee.

Classification Summary

This position performs complex clerical, secretarial, administrative, and office support duties following established guidelines and procedures to expedite the caseload and special proceedings processes and maintain the processes and procedures of the District and/or Magistrate Court, as assigned. Duties include managing case files and documents. The work is performed under the general supervision of the Director of Court Operations and direct supervision of the Court Operations Manager and Area Supervisor. Certain levels in the series may assist in training and may provide direction to other court clerks. The principal duties of this class are performed in a general office and courtroom environment.

Positions within the Class:

Court Clerk I is the training and entry level position of the Court Clerk series. Under close supervision, incumbents are trained to process applicable legal forms and documents; collect, distribute, and balance fees and deposit funds; and learn the necessary and appropriate legal terminology and procedures in support of one or more of the assigned operational functions of the Court (accounting/traffic, jury, appeals, civil, family law, probate, small claims, juvenile, and criminal.) Incumbents perform a wide variety of moderately difficult clerical work requiring the ability to choose from a limited number of alternatives in solving routine problems in a training/entry-level capacity. As tasks are learned, direct supervision decreases and the incumbent is expected to perform at the top of the entry level, eventually rotating through and demonstrating proficiency in a variety of assignments within an assigned unit or court team. This class is distinguished from the next higher class of Court Clerk II in that incumbents in the latter class routinely perform clerical duties in support of one or more operational functions requiring the exercise of initiative and judgment significantly beyond that of the entry level, and may be assigned to perform courtroom duties.

Court Clerk II is the journey-level position of the series. Incumbents under varying levels of supervision perform a wide range of clerical and case processing duties and may be assigned to perform courtroom duties. Incumbents perform difficult clerical work in support of one or more operational functions, requiring the application of policies and procedures and the use of legal rules and codes. They may assist the public in stressful situations referring them to sources of information such as policies, procedures, rules and codes. Incumbents are assigned specific areas of responsibility and provide input to the unit or team on how their work processes can be improved to enhance efficiency, accuracy, and customer service. This class is distinguished from the next higher class of Court Clerk III in that incumbents assigned to the III level are experienced in specialized complex case processing and/or courtroom duties, and where assigned to the courtroom are able to function independently.

Court Clerk III is the advanced journey-level position in the Court Clerk series. Incumbents, under limited supervision, perform in support of several operational functions, advanced case processing and/or courtroom support duties of a specialized and complex nature and may provide training to subordinate staff. Assigned individuals have demonstrated the ability to work independently of daily supervision and receive minimal supervision from supervising staff. Incumbents are expected to serve as role models, modeling the mission and values of the court; perform work requiring superior problem solving skills; use significant independent judgment in the interpretation and application of rules, procedures, and policies; and provide

significant input to the unit or team on how their work processes can be improved to enhance efficiency, accuracy, and customer service. This class is distinguished from the next higher level class of Court Clerk IV in that the Court Clerk IV performs "lead duties" and may perform the duties of the Area Supervisor in his/her absence.

Court Clerk IV is the highest advanced journey-level "lead worker" position in the court clerk series. In addition to the Court Clerk III duties, incumbents under limited supervision, perform duties that are highly complex, highly technical in nature, and require advanced expertise and specialized knowledge; assist supervisor with scheduling and coverage due to absences; may serve in a lead capacity over a team of clerks assigned to the same operational functions; will routinely lead, train, and mentor entry-level staff; provide input on performance appraisals, provide input and recommendation for policies and procedures, and, serve as backup to Area Supervisor in his/her absence, as requested.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities (may vary with specific positions):

Court Clerk I

- Receive and examines legal documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and file documents;
- Receives, reviews, processes, certifies, and prepares required legal documents and records for court sessions;
- Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files;
- Advises attorneys, agencies and the public on the status of cases in a professional and courteous manner; provides procedural information; answers inquiries and explains filing processes; explains fees and fines; assists individuals in locating material and information;
- Prepares documents in conformance with court orders, issues legal documents, such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court in accordance with policies and procedures; recalls warrants, exonerate bail, prepares judgments and dismisses or seals cases in accordance with established codes and court procedures;
- Accepts fines and fees; maintains and updates financial records;
- Prepares court calendars and/or schedules cases for hearings, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review;
- Performs a variety of office and court support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records.
- Maintains acceptable attendance level of Monday through Friday, 8am to 5pm, unless scheduled in advance per County policy, or the occasional last-minute time needed for illness.
- Performs other duties, as assigned.

Court Clerk II

- Performs all duties required for the Court Clerk I position, as well as the following:
- Attends Court sessions; takes minutes of actions and proceedings; request clarification of instructions and order of actions to properly note the official court record;
- Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors and records jury service and compensation due to jurors;
- Maintains court records and files, such as records of court-appointed counsel and experts; receipts, marks, and takes custody of evidence;
- Prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignments; arranges for interpreters, pro-tem judges and assigned judges;
- Performs difficult and complex duties related to reviewing legal documents and examining them for accuracy, completeness and conformity to requirements;
- Prepares documents related to the processing of appeals;
- At the direction of the judge, prepares and issues legal orders, such as warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments and dismisses or seals cases in accordance with established codes and court

procedures;

- Oversees the management of special program areas;
- May provide procedural assistance to self-represented litigants at the Legal Assistance Center;
- Is willing and able to accept cross-training and work assignments in all units;
- Assists and cooperates with the cross-training of other court clerks.

Court Clerk III

- Performs all duties requires for the Court Clerk II position, as well as the following:
- May perform special projects;
- May be assigned to train and mentor other court clerks in various court procedures;

Court Clerk IV

- Performs all duties requires for the Court Clerk III position, as well as the following:
- Performs the duties of the Area Supervisor in his/her absence, as requested.

Duties Performed as Needed

- Processes cases filed in District and/or Magistrate Court including, but not limited to, opening new case files; receiving, logging, and filing case documents; determining, assessing, and collecting fees; preparing case file and document copies; assessing and collecting copy fees; data entry; and issuing summons and subpoenas;
- Issues and administers writs ensuring money amounts are correct for property seizures; verifies absence of outstanding writs; receives affidavits and verifies writ interest; collects and processes fees; processes returned and interim writs; administers funds ordered held by the Court; and releases and distributes funds according to Court orders;
- Administers warrants including warrants issued, recalled, and served; assures accounting for original warrant documents; ensures warrants are properly docketed and entered in warrant book; coordinates warrant service with warrant officers and arraignment clerks;
- Processes and distributes incoming and outgoing case files, documents, and correspondence; processes incoming files to determine status and required actions; determines if affidavits, reports, and related documents are current;
- Locates and distributes case files to judges, courtrooms, court personnel, attorneys, and the public;
- Processes small claims files, including assisting the public and providing information on fees, procedures, and schedules; opening and maintaining files; collecting fees; processing mailings and notifications; maintaining calendar and schedule; entering findings and judgments; and assisting the public in obtaining satisfactions;
- Performs data entry, logging cases into centralized records Case Management system, and updating as needed;
- Tracks case files to ensure hearings and procedures are held in accordance with prescribed timelines;
- Prepares court calendars and schedules;
- Processes dismissed cases to ensure proper closure;
- Processes appeals, including preparing notices, collecting fees, copying files and documents, and forwarding files to the proper Court;
- Works closely with Jail and outside agencies;
- Answers inquiries, provides information on scheduling and other court proceedings, locates files, provides documents, and prepares copies, including certified copies, to the public, judges, attorneys, court personnel, law enforcement agencies, and other interested and affected parties;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs duties in County Clerk's areas as required;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Court and judicial system operations, processes, procedures, protocols, terminology, and policies;
- Applicable federal, state, and local Court codes and standards, with emphasis on record creation and retention;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- English grammar, spelling, punctuation, and composition;
- Basic cash handling, bookkeeping, and accounting practices and procedures;
- Basic mathematical processes;
- Current office practices and procedures.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Follow oral and written instructions;
- Maintain and prepare files, documents, records, and databases;
- Review files and determine their content and completeness and perform follow up work as needed;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Operate microfilm copying and retrieval equipment;
- Type and perform word processing functions with speed and accuracy;
- Prepare court and legal documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Establish and maintain effective working relationships with judges, the public, attorneys, court personnel, local elected officials, and other County employees under occasionally stressful conditions;
- Perform basic cash handling, bookkeeping, and accounting functions;
- Take and transcribe dictation;
- Communicate effectively both orally and in writing;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- Maintain individual and Court confidentiality.

Acceptable Experience and Training

- High school diploma or GED equivalency with course background in office skills required; and **Court Clerk I**
- At least the equivalent of One (1) years' experience in Customer Service, is preferred; or; **Court Clerk II**
- At least the equivalent of Two (2) years' experience as a Court Clerk, is preferred; or; **Court Clerk III**
- At least the equivalent of Three (3) years' experience as a Court Clerk, is preferred; or; **Court Clerk IV**
- At least the equivalent of Five (5) years' experience as a Court Clerk, is preferred; or;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Must be bondable;
- Must successfully complete background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, prepare, and organize documents and files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard and specialized office equipment;

- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, work at a keyboard for an extended period of time, and work in an office and courtroom environment.

EOE Statement

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.



Rick Hogaboam
Canyon County Clerk of the District Court
Ex-Officio Auditor and Recorder



"Serving all of Canyon County in an efficient, accurate and friendly manner"

Memo

To: Board of Canyon County Commissioners
From: Canyon County Clerk Chris Yamamoto
Date: January 31, 2024
Re: Title Changes to 4 Court Clerk PCN's

The Court Clerk's 2024 fiscal year budget line, 413080 "New/Reclassified Positions", included an additional funding of \$30,000 to fund the following job title changes to the following PCN's in the Court Clerk's Office:

<u>Job Title Change</u>	<u>Fiscal Impact/NewSalary Range</u>
Court Clerk I PCN 711 to Court Clerk II PCN 711	Currently a vacant position, fiscal impact when filled would be position is moving from a salary grade 11, \$37,440.00 – \$51,667.20 to a salary grade 12, \$43,680.00 – \$60,278.40.
Court Clerk I PCN 722 to Court Clerk II PCN 722	Currently a vacant position, fiscal impact when filled would be position is moving from a salary grade 11, \$37,440.00 – \$51,667.20 to a salary grade 12, \$43,680.00 – \$60,278.40.
Court Clerk II PCN 322 to Court Clerk III PCN 322	Currently a vacant position, no fiscal impact due to position staying in a salary grade 12.
Court Clerk II PCN 701 to Court Clerk III PCN 701	Currently a vacant position, no fiscal impact due to position staying in a salary grade 12.