

Clayton County	
Title: Court Calendar Clerk Class Code: SU095	

PURPOSE OF CLASSIFICATION

Provides technical clerical support to accomplish the calendar function for a division of the Superior Court. Ensures that all cases and matters assigned to the division are immediately placed upon the appropriate calendar and remain until disposed. Creates notices and ensures all parties are properly notified of scheduled court events.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives court documents such as pleadings, motions, rules nisi, etc.; reviews, verifies, codes and/or records required information.

Enters and updates information in court databases.

Creates civil, criminal, domestic relations, and/or child support calendars, including changes or continuances.

Handles telephone contacts to and from attorneys, probation officers, and *pro se* litigants regarding calendaring issues.

Purges old data as appropriate.

Creates notices and ensures all parties are properly notified of scheduled court events.

Copies and distributes calendars to appropriate parties; maintains copies in department manual files.

Notifies, in a timely manner, appropriate parties of any and all changes in the court calendar.

ADDITIONAL FUNCTIONS

Performs other related duties as required.



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MINIMUM QUALIFICATIONS

High School Diploma or GED supplemented by one (1) year of clerical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in light to moderate work, typically involving some combination stooping, kneeling, crouching, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and occasionally heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Under normal conditions essential functions are usually performed without exposure to adverse environmental conditions.

