

## DOCKET AND FILE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Special Assistant to the County Attorney and a Senior Assistant County Attorney assigned to the Family Court Bureau, an incumbent of this class performs on-going oversight, monitoring and training in the use of an automated calendar/intake system for attorney and clerical support staff in order to ensure maximum utilization of the system for the purpose of improving operations within the bureau. In addition, the incumbent uses the system to monitor the work of process servers and ensure accuracy in their work and billing and to oversee the automated filing system for active and closed cases. Supervision may be exercised over the work of clerical positions. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees and monitors the use of an automated calendar/intake/case and form management system by attorneys and secretarial staff;

Identifies training needs and provides on-going training and support to attorneys, secretarial and clerical staff;

Provides oversight and guidance to clerical staff that enter information and scan documents into the system;

Acts as liaison with software vendor for on-going system maintenance and upgrades and trouble shoots problems not requiring a computer technician;

Assesses and recommends ways that the system can be customized to make it more compatible with Family Court requirements, processes, procedures and forms;

Maintains the case filing system for both active and closed cases and manages the flow of paperwork using the automated system;

Monitors the activities of contracted process servers and audits bills to ensure proper service of documents and accurate billing for services rendered;

Adds users to the system with the authorization of the Senior County Attorney or Special Assistant to the County Attorney;

Generates computerized ad hoc reports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignment;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of computerized software applications used to produce weekly calendar, monthly billing, and tracking of cases and documents; thorough knowledge of family court regulations, requirements, processes, procedures and legal documents; good knowledge

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of office terminology, procedures and equipment; good knowledge of business arithmetic and business English; ability to train staff with varying levels of computer experience; ability to effectively use computer applications such as spreadsheets word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to secure the cooperation of others; ability to deal with others tactfully and effectively; good judgment; initiative; integrity; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) an Associates Degree\* and four years of clerical experience which must have involved the use of automated office systems in an attorney's office, court or other setting where family law, court procedures or legal documents are handled; or (b) completion of a two-year Business School course, including a course in business law or a legal secretarial course and two years of the experience outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.