

# JACKSON COUNTY

## FILE CLERK

### General Summary

Under the supervision of a Court Services Manager, assists in maintaining the central filing system of the office of the District Court. Regularly retrieves and replaces case files, conducts file searches and performs various other tasks related to maintaining case files.

### Essential Functions

1. Retrieves files needed by staff of the District Court.
2. Replaces files back in filing system and files closed cases.
3. Prepares files for purging and destruction.
4. Files various court documents to proper case file.
5. Conducts file searches for files not in the filing system.
6. Repairs damaged files and ensures that coding system is adhered to each file for identification purposes.
7. Performs other general clerical functions such as computer look-ups, making copies, and related tasks.

### Other Functions

8. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school graduation or equivalent.

**Experience:** Prefer some prior office experience.

**Other Requirements:**

**FLSA Status:** Non-exempt.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access files.

Ability to enter and retrieve information from a computer.

**Working Conditions:**

Works in office conditions.

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Human Resources

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Dept. Head