

## Court Clerk II

### **Overview:**

The role of the Clerk is to support the Court Clerk/Magistrate in managing the court's operations to ensure it functions effectively.

### **Primary Responsibilities:**

- Prepare, file, and forward case files
- Review documents to ensure procedures are accurate
- Document court orders and fines
- Receive and record payments of fines and court costs
- Answer questions

### **Requirements:**

- Pre-employment drug screen, physical, and background check