

# Hall County Clerk of the District Court

## DATA ENTRY CLERK

**NATURE OF WORK:** This is responsible clerical work entering data into a computer terminal. Work involves data entry related to court cases, reference information and case status; coordinating, completing and distribution assigned certificates and reports; performing general clerical, reception and project tasks as assigned. Supervision is received from and administrative superior with work reviewed in the form of accuracy, completeness of records and timeliness of work.

**EXAMPLES OF WORK PERFORMED:** Enter filings by code into the computer systems under the correct case number. Enter new cases into the computer systems. Any assignment or task requested by the Clerk of the District Court, Complete and distribute Final Disposition Reports on Criminal cases, Complete and distribute actions of Dissolution of Marriage, Child Support, and/or other General Civil cases. Perform routine clerical and reception work including typing, photocopying, answering phone calls, assisting attorneys and the public with their questions and request.

**KNOWLEDGE, ABILITIES, AND SKILLS:** Some knowledge of legal terminology and associated documents. Knowledge of modern office practices, procedures, equipment and standard clerical techniques. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with other employees, agencies and officials as well as the general public. Ability to understand and follow complex oral and written instructions. Skill in the operation of a calculator, computer terminal and other common office equipment.

**DESIRABLE QUALIFICATIONS:** Graduation from high school or equivalent and experience performing varied office and clerical tasks including data entry, answering the phone and customer assistance.

**MINIMUM QUALIFICATIONS:** Graduation from high school or its equivalent and some experience performing varied office and clerical tasks or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.