



Code: 1692
Family: Clerical and Office Administration
Service: Administrative
Group: Statistical, Technical and Mercantile
Series: Real Estate and Legal

CLASS TITLE: COURT FILE CLERK

CHARACTERISTICS OF THE CLASS

Under supervision, performs a variety of routine clerical tasks for the Law Department, and performs related duties as required

ESSENTIAL DUTIES

- Receives, organizes, and files legal documents, case files, and confidential records
- Prepares index cards and files documents by year and case number
- Sorts courtroom documents by matching computer sheets with notices of motion
- Makes copies of summonses for defendants before court appearances
- Retrieves from files notices of motions and rules to be used in court
- Ensures that appropriate documents are matched by dates and case number to be used for court hearings
- Types information onto summonses, notices of motions and affidavits of service
- Answers telephone and provides general information to the public
- Operates postage meter for outgoing mail

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of clerical experience, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

None

WORKING CONDITIONS

General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanners)

PHYSICAL REQUIREMENTS

No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *clerical methods, practices, and procedures
- office management methods, practices, and procedures

Some knowledge of:

- *intake and customer service methods, practices, and procedures
- courtroom procedures and terminology
- applicable computer software packages and applications
- alphabetical or numerical classification of information

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.