

Master Court 2 Intern Job Description

Job Title: Clerk

Summary: Duties include performing clerical work requiring application of various work methods and procedures, and familiarity with departmental functions, policies and practices.

Essential Duties and Responsibilities:

Other duties may be assigned

Make copies

File forms and files

Fax documents

May act as receptionist: answer telephone and provide services to the general public

Perform other tasks assigned by Supervisor and/or perform such other duties as may be assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer knowledge:

Must have personal computer knowledge. Ability to learn computer software.

Education and /or Experience:

High school diploma or general education degree (GED)

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Other Skills and Abilities:

Possess thorough knowledge and understanding of legal terminology and procedures required by assigned duties.

Ability to get along well with people, assume responsibility and follow orders.

Ability to maintain confidentiality. Thorough knowledge of the “unauthorized practice of law”

Ability to communicate with persons in the client community. Bilingual ability is highly desirable.

Physical Demands:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear, The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise in the work environment is usually moderate.

Must have a clear criminal record.