

Court Clerk Job Description

Duties and Responsibilities:

- Prepare dockets of cases to be called by the court
- Receive inquiries for licensing and permits and issue such permits and licenses upon approval
- Collect court fees and fines
- Reply to inquiries from the general public, judges, court officials, and lawyers
- Maintain records of court appearances and proceedings
- Administer oath to witnesses, judges, and grand jurors
- Ensure that information, materials, and evidences presented in the court are secured
- Maintain good relationship with judges, court officials and other law enforcement agents
- Ensure that the courtroom and surrounding environment are kept clean and tidy all the time
- Ensure smooth and organized proceedings in the courtroom by making sure that all materials required for smooth court proceeding are put in place before each hearing
- Ensure orderly hearing by calling the court to order when there is chaos
- Opens the court door, announce the arrival of the judge, and read out cases
- Present all exhibits related to cases during court hearing
- Train and coordinate the activities of support staff and deputy clerks
- Examine the authenticity of legal documents submitted to the court.

Court Clerk Requirements – Skills, Knowledge, and Abilities

- The first requirement for this position is high school diploma. A degree in administration related discipline may be considered an additional advantage but not too important

- Secondly, the court clerk must have good communication skills (both oral and written). In addition, an exceptional record keeping skill is necessary. Book keeping and accounting skills are also necessary since the clerk is expected to be in charge of issuing receipts and collecting court fees and fines
- The court clerk is equally expected to be proficient in MS office applications
- Personal traits like honesty, accountability, and transparency are must have for a court clerk job.