
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: CASE RECORDS CLERK

This position is open to County Employees and the General Public.

POSITION NO: 042,035

STARTING SALARY: \$26,964 - \$30,332

DEPARTMENT: CIRCUIT/COUNTY CLERK (200)

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for verification of scanned court documents and maintenance and filing of hard documents both temporary and permanent records for the Clerk's office.

ESSENTIAL JOB FUNCTIONS:

- Verifies all case records are scanned, legible, and security coded accurately by visually comparing the physical document to the online image.
- Receives requests via email and instant messenger from Court Clerks for files for court dockets; checks files in and out through computer software; delivers files as needed.
- Re-shelves files as they are returned.
- Files all court records after they are scanned into computer and verified.
- Researches case records to conduct background checks or obtain case documents as requested by FBI, other law enforcement agencies, prosecuting attorney offices, Arkansas Department of Correction, etc.; prints copy of requested document and forwards within required time frame.
- Assists and gives instruction to the public on navigating Pulaski County website, Contexte System, microfiche, microfilm, copier, and organization of files in order to search court records.
- Answers telephones and assists public with general information; forwards calls to appropriate staff members when necessary.
- Inputs documentation of all files checked out of office into computer records.
- Pulls files for public; makes copies of the file documents as requested.
- Calculates and collects monies owed for copies made and receipts customers as needed.
- Generates and sends reports and notices to local newspaper daily regarding the previous days' filed and granted divorces and other cases as needed in Pulaski County.
- Prints cards and labels for the new case files to be placed on the outside of the case jacket and on the docket sheets.
- Print court summons from court data base; verify that name, address, and fine is correct.
- Maintains records within storage facility including case files, deeds, mortgages, and court dockets ensuring records are efficiently stored and easily accessible.
- Pulls and delivers documents and files from storage facility to upon request of other departments, attorneys, abstract companies, or the general public.
- Retrieves and prepares civil case files and other documents to be destroyed when provided for by Arkansas Law; verifies files to be destroyed to ensure quality and completeness.
- Fields questions and requests via telephones, emails, and faxes with regards to files and items located in the storage facility from other departments, abstract companies, etc.
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

- Digital dexterity necessary for computer keyboard and equipment operation.
- Visual acuity necessary for use of a computer screen and image verification.
- Ability to communicate orally by telephone and in person.
- Ability to frequently walk, climb, stoop, kneel, crouch, or bend for periods of time to pull files on upper and lower shelves.
- Ability to climb ladders.
- Ability to lift, carry, push, and pull loads up to 40 pounds.
- Ability to stand on concrete for long periods of time.

WORKING CONDITIONS: Work is performed in a smoking restricted office environment.

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency; some general clerical experience including data entry experience, record keeping, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Satisfactory completion of a criminal background investigation.

OPEN DATE: 11-09-2017

CLOSE DATE: 11-16-2017 (5:00 p.m.)

The Human Resources Office will be closed on Friday, November 10, 2017, in observance of the Veteran's Day holiday.

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and the selecting official has received all applications.

09 November 2017

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