



**PULASKI
COUNTY**

PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

Case Clerk

An Equal Opportunity Employer

Department:	Prosecuting Attorney		
Starting Salary Range:	\$26,193 – 30,329		
Position Number:	068		
FLSA Status:	Non-Exempt position, eligible for overtime		
Safety Sensitive Designation:	This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.		
Opening Date:	3/17/21	Closing Date:	3/23/21 at 5:00 PM

JOB SUMMARY:

Responsible for the establishment and maintenance of all case files processed within the Prosecuting Attorney's Office; prepares and files all legal documents necessary for case prosecution.

ESSENTIAL JOB FUNCTIONS:

- Initiates case files for cases received from originating agencies; ensures all supporting documents are included; enters all case data into computer systems; prints labels and defendant cards for each case file.
- Orders any documents missing from case from appropriate agency; obtains prior criminal history from ACIC/NCIC computer.
- Assigns case to appropriate division based on type of crime such as drug, domestic violence or gang related; forwards to attorney to obtain file decision.
- Prints out witness lists for assigned attorney.
- Maintains an index card file on all case files indicating status of case.
- Prepares felony information by writing charge as indicated by the Deputy Prosecuting Attorney; inputs charge into computer.
- Files felony charge information sheet with the Circuit Court's Office.
- Receives case number from the Circuit Clerk's Office; records number in computer and/or manual records.
- Prepares jury instructions and verdict sheets as specified by state law for charges indicated by attorney.
- Maintains records of all cases in pending case files, closed case files or files checked out to Deputy Prosecuting Attorneys.
- Receives weekly court dockets; pulls all needed case files for review by Deputy Prosecuting Attorneys.
- Prepares PEN orders to bring prisoners from penitentiary, other jails or youth correction facilities for court appearances as defendants or witnesses; obtains judge's signature and files with the Circuit Clerk's Office.
- Prepares subpoenas, motions, responses to motions, judgments, orders, writs, etc. as requested by attorneys; obtains appropriate signature and files with the courts.
- Provides copies of all motions filed with the court to defendant's attorneys.
- Receives case files from attorneys showing case dispositions; prepares judgments, commitments and amendments for case disposition such as probation, suspended imposition, and acquittal by mental disease, etc. reflecting exact instructions of the court.
- Inputs case disposition into computer; closes case files.
- Prepares extradition papers as requested by Deputy Prosecuting Attorneys; sends to Governor's Office for signature.

- Pulls files and cards upon receipt of Motions for Expungement.
- Answers questions concerning case status and court times for witnesses, defendants, and attorneys; ensures confidentiality of all juvenile records and other records as required.
- Assists the public with completion of complaint forms; answers questions concerning processes involved with filing a complaint through the Prosecutor’s Office.
- Maintains computerized records of complaints filed and actions taken.
- Collects payment for hot checks as backup for Hot Check Administrator.
- Answers and directs phone calls; greets visitors to the Prosecutor’s Offices.
- Distributes mail to appropriate offices within the Prosecutor’s Office.
- Makes travel reservations and arrangements for victims and witnesses.
- Types, transcripts and other documents by use of a transcription machine as needed.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

- Ability to hear and speak sufficiently to communicate information individually and to groups.
- Digital dexterity needed for the operation of a computer keyboard and calculator.
- Visual acuity needed to observe work performance and use of a computer monitor.
- Ability to travel to various locations within Pulaski County work sites.

WORKING CONDITIONS:

Work is performed in a smoking restricted office environment.

MINIMUM QUALIFICATIONS:

Completion of high school or equivalent with advanced secretarial training including word processing; some experience in the clerical recordkeeping, legal secretarial or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Must be able to become a notary public.

Must be able to obtain ACIC/NCIC certification.

Employment is contingent upon satisfactory completion of a criminal background examination.

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

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.

March 17, 2021

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ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

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March 17, 2021

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