

Court Clerks

Court Clerks are administrative professionals who support the operations of courts by managing records, scheduling hearings, and assisting judges, attorneys, and the public. They ensure that legal processes run smoothly, documents are accurate, and court procedures are properly followed.

Duties and Responsibilities (Points):

- Maintain and organize court records, files, and case documents
- Schedule hearings, trials, and other court proceedings
- Prepare and issue legal documents, subpoenas, and notices
- Record minutes, proceedings, and judgments accurately
- Assist judges, lawyers, and the public with procedural information
- Ensure compliance with legal and court regulations
- Process payments of fines, fees, and other court-related transactions
- Manage electronic filing systems and databases
- Coordinate with law enforcement and other legal agencies
- Provide administrative support for jury management and courtroom operations