

Court Clerk receives certification

Written by
Friday, 13 May 2011 10:17



Robert Morales, Comanche County Court Clerk, was recently honored at the Court Clerks Association of Oklahoma's Annual School for completing the Court Clerk Certification Program. The county officer training program requires 60 hours of course instruction via Oklahoma State University.

The County Court Clerks Association of Oklahoma instituted a voluntary certification program in 1998, which includes two modules: a management course module and a court clerk specific module. Thirty hours of courses from each module are required for certification. Each court clerk selects courses at their own discretion from each module. The program must be completed within four years.

Since the program's inception, more than 182 court clerks have successfully completed the program.

Course work for court clerks and their deputies encompasses court clerk-specific courses on topics such as bail bonds, civil and criminal appeals, record confidentiality, juvenile procedures, reports and forms, statute reference, and legislative process.

The program also contains management courses such as supervisory skills, change management, overview of county government, the county budget process, customer service, the open records act, and fundamentals of administration and management.

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Courses in the certification program are conducted through the County Training Program, part of the Oklahoma Cooperative Extension Service at Oklahoma State University. The County Training Program is mandated by state statute and is authorized under the Commission on County Government Personnel Education and Training.

Instructors from OSU teach the classes for county officers and deputies at various locations throughout the state, and on the university's campuses in Stillwater, Tulsa, and Oklahoma City. In addition to court clerks, the OSU staff also conducts dozens of classes each year for other county officer certification programs. Many of the courses, which are usually taught in a classroom setting for 25-40 people, are attended by representatives from each of the elective and appointive agencies in county government.

More information about educational training for county officers may be obtained by contacting the County Training Program on the Stillwater campus at 405-744-6160, or by visiting the website at <http://www.agecon.okstate.edu/ctp> .