



Chief Deputy Clerk (2047)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 17

Safety-Sensitive: No

Purpose

The purpose of this classification is to supervise daily operations of the Bulloch County Clerk of Superior Court. Responsibilities include providing general management and oversight of departmental functions, assisting in the development and implementation of policies and procedures, and overseeing work of assigned staff.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets and processes payroll; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Assists the Clerk in department hiring process: reviews job applications; schedules interviews for prospective job applicants; contacts references; makes recommendations on final decision for employment; and contacts applicants with final hiring decision.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to management.

Assists in the development, implementation, and interpretation of policies and procedures related to the daily operation of department: evaluates office production, revises procedures, or devises new forms in response to changing laws or newly enacted legislation and to improve efficiency of workflow and outreach in the community; and recommends changes for more efficient, courteous service.

Coordinates staff training and professional development programs: determines training needs for assigned work units; advises employees of training opportunities; and provides information regarding new legislation, policies, and/or procedures that impact job duties.

Attends Superior Court Criminal proceedings and performs a variety of court support functions: prepares court docket for assigned Judges, including all court related calendars such as bond hearings, arraignments, motions, pleas, jury selection, trials, and other miscellaneous calendars; prepares all files, warrants, statements, and other items for court and distributes to attorneys and court support personnel; and processes any documentation given in open court by file stamping, scanning, emailing, and/or filing as required.

Coordinates and/or delegates daily judge assignments to Deputy Clerks to ensure proper staffing for court calendars.

Oversees and participates in the transmission of GCIC, DDS, Criminal History, and other online data: responsible for the transmission of Sentences of the Court, Orders of Discharge, Adjudications of Guilt, Tolling Orders, Dismissals, Sexual Offender information, Waivers of Extradition, and other items; makes corrections of errors on criminal histories; transmits criminal sentences to the Department of Corrections to assure that inmates are serving the court ordered sentence; and maintains appropriate clearances to access databases.

Supervises entry of all necessary information regarding status of cases into computer after each scheduled court date: oversees assignment of docket numbers, the entering of all dispositions and filing away such cases after all required information is entered.

Processes appeals: prepares criminal cases to be sent to the Georgia Court of Appeals and the Supreme Court; obtains transcripts and/or exhibits needed for appeal; and ensures accuracy and timeliness of filing each appeal.

Provides assistance to the public: answers telephone inquiries; provides information, answers questions or assists in research; and responds to requests for information through the mail.

Performs court related accounting functions: sets up offender fine accounts; maintains database for proper disbursement of funds; enters fines collected from felony and misdemeanor offenders; rejects checks for incorrect payment amounts; and makes corrections to accounts as needed.

Perform duties necessary to act as custodian of court records: maintains books, papers, dockets, and records belonging to the office with care and security; and ensures documents are filed, arranged, numbered, and labeled, so as to be of easy reference.

Communicates with Clerk of Superior Court, County Manager, city/state officials, other employees, sales representatives, third party service contractors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to court operations; reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by five years of progressively responsible experience in court operations, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019