



## **Deputy Clerk II (2045)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 9

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to provide administrative and clerical services to support the Clerk of Courts Office. Specific responsibilities may be in the areas of real estate, juvenile court, child support, DFCS, state criminal court, jury selection, traffic, and/or liens.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Distinguishing Characteristics:**

This is the second level within a multiple level series. Incumbents in this classification have a fundamental knowledge of processes and procedures for area of assignment, work with moderate supervision, and have two years of experience in processing routine legal documents and supporting court functions.

### **Typical Duties**

Provides customer service by phone or in person: answers phone calls or serves walk-in customers; explains policies and procedures; assists with setting hearing dates; researches court cases, tickets, and warrants; processes applications for passports; files and certifies military discharges; accepts and reviews legal documents submitted by the general public in accordance with court procedures and prescribed time frames; responds to requests for records in compliance with established rules and regulation; and collects and processes a variety of fees according to area assignment.

Processes a variety of citations: validates accuracy of citation information; enters citations into database systems; scans and files forms; transmits citations to other government agencies.

Downloads online payments: pulls citations, writes disposition information, prints and attaches receipts, files paperwork.

Alone or with coworkers, attends a variety of court appearances in court rooms and at County jail, performing a variety of administrative functions: collects fines, provides receipts to defendants; enters a variety of data; records sentences and enters information into case management system; scans and files documents.

Completes intake process for juvenile cases: assigns case numbers and enters data; prepares files for court hearings; issues summons on petitions and prepares paperwork for Sheriff's service; updates case management system to reflect case disposition; enters disposition information; closes and maintains files and a variety of records.

Processes child support matters: accepts e-filed documents; maintains electronic files; prepares paperwork for court proceedings; closes files.

Oversees administrative process for jury selection: selects jurors to be summoned; prints jury summons, jury information sheets and jury deferral request forms; processes deferrals; fields phone calls regarding juror questions; maintains jury lists; assists coworkers with juror intake duties on day of jury selection; prepares final selection list; prints checks and prepares jury excuses; distributes checks and excuses once selection is complete.

Examines real estate documents: determines if minimum document standards are met; counts pages; determines recording costs.

Completes real estate fee bookkeeping: enters monies received into real estate accounting system; assigns book and pages numbers; retrieves e-filings; completes recording process; submits records to outside authority.

Processes liens: enters lien and related information on the General Execution Docket, verifies document information and monies received; reviews, receipts and stamps if accepted; processes rejected online liens.

Files and mails a variety of documents to multiple recipients.

Transmits and downloads a variety of data and documents to and from recording agencies.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by two years of clerical and customer service experience in a court or legal setting; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### **Performance Aptitudes**

**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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**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 rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **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, odor, depth, texture, 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