



## **Deputy Clerk III (2046)**

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

**Pay Grade:** 10

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to perform specialized administrative duties and process specific and complex legal documents in support of assigned court functions. Responsibilities include performing cross-functional support duties, receiving and processing legal documents, providing information and assistance to the public, and performing data entry.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Distinguishing Characteristics:**

This is the third level within a multiple level series. Incumbents in this classification have a broad knowledge of processes and procedures for area of assignment, work independently with limited supervision, work in multiple areas within the Clerk of Court's Office, and have three years of experience in area of assignment. In addition, incumbents at this level are required to participate in the assignment, prioritization and review of work of the division, and oversee the training of new employees in the division. Finally, incumbents at this level have the highest level of financial accountability and handle situations and cases expedited by lower level Deputy Clerk positions.

### **Typical Duties**

Attends Court proceedings and performs a variety of court support functions: documents and records sentences declared by Judge; prepares court docket and calendars for assigned Judges; assists with selection of jurors for trial; prepares 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.

Acts as a lead within the assigned division: participates in the assignment of work; prioritizes tasks, responsibilities and projects within team; reviews work in progress and completed work; trains new incumbents; provides performance input to management team.

Enters dispositions into case management system: assigns docket numbers; and ensures accuracy of information entered.

Performs document intake for civil, domestic, and adoption case initiation: enters data into specialized computer programs/applications; creates appropriate labels/barcodes; clocks in documents; assigns case numbers; verifies fees and accuracy of information; and creates spreadsheets and reports of activities.

Transmits data via GCIC, DDS, Criminal History, and other online databases: 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.

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 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; 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.

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.

Drafts court orders, subpoenas, and other legal documents for assigned judge's approval and signature: processes specific legal matters or documents as prescribed by established court guidelines: processes new filings, motions, services, responses, traverses, answers, court orders dismissals, releases, checks, payments, and Rule Nisei's; prepares, signs/stamps, and mails out legal documents to all involved parties; and signs documents as Deputy Clerk of the Court as required.

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 three years of experience in court operations; 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.*

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