



## **Deputy Clerk I (2044)**

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

**Pay Grade:** 8

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to perform entry level clerical work in support of assigned court functions. Responsibilities include receiving and processing legal documents, providing general 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 first level in a multi-level series. This classification is considered an entry-level position where incumbents learn department processes and procedures, perform routine duties, and work under direct supervision.

### **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.

Reviews incoming and outgoing documents for completeness and accuracy of information and processes documents for filing as required in accordance with court rules.

Performs data entry in specialized program applications; scans, indexes and records court case information and/or legal documents; audits and reviews data for accuracy; and maintains accurate records and filing systems.

Collects and deposits monies from a variety of fines, fees and garnishments: receives money from notary applications, traffic citations, passport applications, copies, FiFa's, Real Estate fees, and all other monies received by the Clerk of Court; enters related data into appropriate database; prepares and files related paperwork; balances daily accounts; records receipts; and makes daily deposits or disburses money to appropriate parties.

Processes a variety of court related documents according to area assignment: receives complaints, petitions, court orders, warrants, citations, applications, lien filings, and other legal documents; files State and Superior court cases; assigns case numbers; signs summons on original and Sheriff's copy; enters information into appropriate database; sets Rule Nisi dates; and prepares and mails court date notices.

Responds to court orders, deeds, citations, and other relevant documents regarding the court system: files court records in accordance with court procedures and provides assistance in assigned records room.

Issues warrants and/or subpoenas, docket cases, schedules court dates, and signs documents as Deputy Clerk of the Court as required.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other employees, attorneys, judges, law enforcement officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Scans, numbers, and indexes minutes of State and Superior Court proceedings: prepares and mails minutes for bindery; takes minutes of Judge's orders; and makes corrections and updates files on State and Superior Court as needed.

Files and mails a variety of documents to multiple recipients.

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

Processes disposed cases for archiving.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by one year of experience in a clerical field; 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, 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