



## **Deputy Clerk and Panel Coordinator**

Juvenile Court

**JC/3**  
Grade 14/Non-Exempt

### **JOB SUMMARY**

This position provides clerical, paralegal and customer service support for Southwestern Judicial Juvenile Court Circuit operations and for coordinating the citizen's panel judicial review program.

### **MAJOR DUTIES**

- Procures and maintains all official case and judicial panel review records for each juvenile review; enters data for juvenile case files.
- Provides clerical and paralegal support for court operations.
- Creates and updates panel files; creates a summary of recommendations from case plan.
- Schedules case review dates and times; mails notification letters to all parties invited to panel review.
- Travels to six counties for court and panels.
- Attends panel reviews and assists the panel in formulating panel findings and recommendations.
- Distributes judicial citizen review panel recommendations to the Juvenile Court Judge, parents, and other appropriate agencies and parties.
- Answers telephone and greets visitors; provides information and assistance.
- Files all Juvenile, DFACS, HIPPA, Panel, a DJJ files.
- Collects fines or restitution payments; balances accounts.
- Responds to requests for information and records from Special Assistant Attorney General, Department of Juvenile Justice, attorneys, Court Appointed Special Advocate, Department of Family and Children's Services, Public Defender, District Attorney, court reporters, families, etc.
- Assigns case numbers to court cases; transfers cases as instructed for Juvenile files and DFCS.
- Processes informal adjustments and dismissals from DA.

- Signs and processes summons and subpoenas.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county and court policies and procedures.
- Knowledge of modern office principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the provision of customer services.
- Skill in prioritizing and organizing work.
- Skill in the maintenance of files and records.
- Skill in oral and written communication.
- Skill in legal writing.

#### SUPERVISORY CONTROLS

The Judge and Clerk of Juvenile Court assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include county and court policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical, paralegal, administrative, and customer service duties. Strict guidelines contribute to the complexity of the position.
- The purpose of this position is to provide clerical, paralegal and administrative support for Southwestern Judicial Juvenile Court Circuit operations and to coordinate the citizen's panel review judicial program. Successful performance contributes to the efficiency and effectiveness of court processes.

#### CONTACTS

- Contacts are typically with co-workers, other county employees, attorneys, law enforcement personnel, school administrators, juveniles, parents, and members of the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects and distinguishes between shades of color.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent and/or paralegal training.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a vehicle and possession of/or ability to readily obtain a valid driver license issued by the State of Georgia for the type of vehicle operated.