



## **Deputy Court Clerk**

Clerk of Court

**COC/1**

Grade 12/Non-Exempt

### **JOB SUMMARY**

This position provides clerical and customer service support for the Office of the Clerk of Court.

### **MAJOR DUTIES**

- Receives, verifies, and files a variety of documents.
- Prepares and transmits information in relation to civil, real estate, and/ or criminal cases.
- Manages court records; attends court and provides clerical support; drafts bench warrants for failure to appear cases.
- Receives, prepares, and processes incoming and outgoing mail.
- Scans documents.
- Calculates and collects money for copies, filings, etc.; balances receipts and prepares daily deposits.
- Answers telephone and greets visitors; provides information and assistance; provides requested documents.
- Assists in maintaining office supply inventory; reorders as needed.
- Processes passport applications.
- Notarizes documents.
- Maintains a variety of files and records.
- Prepares a variety of regular and special reports.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of court policies and procedures.

- Knowledge of modern office procedures.
- Knowledge of legal procedures and terminology.
- Knowledge of computers and job-related software programs.
- Knowledge of bookkeeping principles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the provision of customer services.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Clerk of Court assigns 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 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 customer service and clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical and customer service support for court operations. Success in this position contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other county personnel, court personnel, law enforcement personnel, attorneys, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- 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, preference will be given to applicants with an associate's degree in a course of study related to the occupational field.
- 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.
- Computer literacy in Microsoft Office Applications.