



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.