

## DEPUTY CLERK OF CIRCUIT COURT I

GRADE 20

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Processing legal documents; entering data; indexing records and documents; maintaining records and files; assisting the public.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers telephone and greets visitors; provides assistance and information related to court/department activities; assists the public in researching information and obtaining copies of County records; responds to routine questions, complaints or request for information.
- Receives, receipts and posts various revenues to accounts; performs basic bookkeeping functions such as calculating costs/fees; balancing cash, posting financial data, preparing bank deposits and researching financial discrepancies.
- Prepares and processes applications for handgun permits, marriage licenses, passports; fictitious name, etc.; processes military discharge papers.
- Processes applications for notary public certification; administers oaths to notaries and other officials.
- Receives and processes incoming pleadings and papers from attorneys; ensures orders have been entered to file amended pleadings and verifies content accuracy.
- Receives and processes new law and chancery cases; ensures appropriate fees have been paid and checks to see if services have been requested.
- Receives and processes a variety of legal documents including deeds, deeds of trust, modification agreements, assignments, appointment of substitute trustees, plats and surveys, mechanic's liens, certificates of satisfaction, etc. for recordation among the land records; reviews documents for accuracy and completeness including verifying notary acknowledgements.
- Enters a variety of information into computer system including initial and return of service information on subpoenas, motions for judgments, bill of complaints and other process of services as requested.
- Certifies public records and prepares certified copies of legal documents.
- Sorts, indexes and files materials alphabetically, numerically, geographically or by other predetermined classification; reviews files for accuracy and completeness.
- Receives and processes incoming and outgoing mail.
- Operates a variety of standard office equipment; performs minor maintenance on equipment.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; some knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; some knowledge of office programs and policies; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with court officials, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some experience in general clerical work involving customer service.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.