

DEPUTY CLERK OF CIRCUIT COURT III

GRADE 24

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing legal documents; entering data; maintaining records and files; preparing reports; assisting the public and court officers.

(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; certifies public records and prepares certified copies of legal documents; responds to routine questions, complaints or request for information.
- Oversees specialized function of Clerk's Office.
- Provides direction, training and assistance to subordinate employees; may organize, prioritize and assign work; reviews, analyzes and corrects legal documents for omissions during recording and indexing; releases documents after indexing; maintains various paper index records; prepares and disseminates appropriate reports.
- 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.
- Serves as Clerk for hearings, trials and jury trials; prepares for, attends and assists judges in courtroom; assists with jurors; processes requests for subpoenas for witnesses or documents for court; pulls files for dockets; prepares court orders from court hearings; communicates and coordinates with appropriate parties to determine status of cases.
- Opens new court cases; prepares and maintains related files; accepts and processes related documentation; reinstates probation revocation cases; issues and maintains records on show cause rules and capiases; receives and processes various case related documentation and processes in accordance with legal parameters.
- Reviews and processes court orders; numbers orders for submission into law books; updates dispositions and disseminates certified copies.
- Prepares and distributes various motions and dockets; coordinates docketing judgments and recording of orders from court to land records to ensure judgments are accurately abstracted from orders and properly indexed.
- Reviews and enters wills, Clerk's orders, list of heirs, inventories, accountings for indexing purposes; corrects and prepares proof list.
- Performs the duties of Deputy Clerk of Circuit Court I and II.
- Sorts, indexes and files materials alphabetically, numerically, geographically or by other predetermined classification; reviews files for accuracy and completeness.
- Operates a variety of standard office equipment; performs minor maintenance and troubleshoots problems involving equipment in the records room; changes scanning back-up.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; thorough knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; thorough 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 supplemented by course work in legal assistance or a related field and considerable experience in the Clerk of the Circuit Court's Office.

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.