

DEPUTY CLERK OF CIRCUIT COURT IV

GRADE 29

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate technical and administrative work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Maintaining Court docket and attending sessions; overseeing jury selection process; issues licensees and certificates; maintaining detailed records and 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.)

- Oversees financial records administration, court administration, quality control of public records or probate of wills.
- Provides direction, training and assistance to employees; coordinates daily work activities; organizes, prioritizes and assigns work; inspects completed work for accuracy and completeness; performs the duties of subordinate Deputy Clerks when required.
- Analyzes daily financial reports; monitors daily collections; makes corrections; prepares reports for Clerk of Circuit Court's signature; transfers monies to various accounts; processes abstracts and releases of judgment.
- Analyzes DMV license suspensions, reportable abstracts, maintains checkbook, deposits, cash balance worksheets, modifications to accounts, receipts to TSO accounts, claim collections available from TSO accounts, lottery winnings, car tax refunds to apply to defendants outstanding account balances; notifies defendants of collections.
- Pays out restitution accounts, decrees of distributions, condemnation, escrow, bond accounts; reconciles bank accounts; posts interest accrued and IRS liens; posts bonds to accounts; prepares injunction bonds, conservator, guardian; computes payoff of criminal and traffic receivables for title companies and others.
- Attends court hearings; keeps records of proceedings, exhibits and witnesses; prepares court orders; creates and maintains court dockets; works with attorneys and court personnel in scheduling court dates and trials; assesses and collects court costs in criminal cases.
- Maintains records and submits reports on appearances of designated judges; assists in scheduling substitute judges.
- Works with Registrar regarding election results.
- Oversees jury selection process; works with jury commissioners to select jurors; mails and reviews jury questionnaires; enters qualified jurors into the computer system; prepares lists of jurors to be summoned.
- Coordinates appearance of jurors with Sheriff's Office by advising of court schedule, changes in schedules and availability of jurors; records jury attendance and authorizes juror reimbursements; orders supplies for jurors; coordinates schedules of jurors.
- Oversees and participates in setting new cases, chancery, adoptions and expungments; prepares and issues summons; processes bills of complaint; issues garnishments on wages; issues rule to show causes.
- Guides public and attorney's through process of filing, setting cases, general rules and regulations of Circuit Court.
- Prepares expungments and reports to criminal exchange of State Police; prepares and mails certified order; receives order to seal file and acknowledges actions once complete; processes various probate related documents; prepares orders, indexes in fiduciary book.
- Enters various court rulings into case management system.
- 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 plan and supervise the work of subordinates; 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 an accredited community college with major course work in accounting or related field and extensive experience in the office of the Clerk of Circuit Court including extensive administrative experience.

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.