



Deputy Clerk II - Circuit Court

Circuit Court

Position # : CCC 410
FLSA: Non-Exempt
Grade: 14

JOB SUMMARY

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

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; assists the public, attorneys, law enforcement agencies, and judicial staff as needed.
- Records and files a variety of legal documents, including land records, plats, judgments, financial statements, civil filings, etc.
- Collects and receipts a variety of fees and payments; balances cash drawer.
- Processes passport, marriage license, and other applications.
- Issues oaths of office.
- Scans and indexes documents and makes certified copies.
- Assists in the courtroom proceedings of bench trials, civil trials, and jury trials.
- Maintains office supplies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the Circuit Court Clerk's Office 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 Chief Deputy Clerk/Circuit Court assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include department 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 participate in the provision of clerical and customer service support for office operations. Success in this position contributes to the efficiency and effectiveness of office operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, court 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.

- 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.