DEPUTY CLERK OF COURT II

POSITION SUMMARY

Responsibilities include assisting the Clerk of Court by performing a variety of high level clerical and administrative support duties.

RESPONSIBILITIES

Essential Duties:

- Dockets criminal and traffic citations and updates files accordingly.
- Accepts and records payments for criminal traffic and parking fines, court costs, attorney fees, bonds and restitutions.
- Prepares and sends juvenile violation notices by verifying the age of the defendant and obtaining necessary parent/guardian information from the defendant.
- Obtains driving records, criminal case history and other reports pertinent to criminal files. Obtains driving records, criminal case history and other reports pertaining to criminal files.
- Performs various administrative support duties in Clerk of Court's absence.
- Records and dockets parking violations.
- Assists judge in conducting arraignments.
- Prepares statistical revenue and citation reports for Judge, Police Chief and city prosecutors.
- Assists judges at court hearings: assign future plea hearings, trials, or re-appearances; advise defendants of rights and affidavits of financial resources as necessary; coordinate hearing dates within legal guidelines; ensure that involved parties are able to attend hearings at scheduled times.
- Assists city prosecutors, police officers, probation officers and defendants with requests pertaining to pre-trial hearings, trials, warrants or court-ordered amendments by: referrals to judge; determining compliance with court policy or City ordinances; and, determining if a written order is required.
- Serves as liaison between judges, city prosecutors/attorneys, and police department to include: scheduling and coordinating meetings; dissemination of appropriate information.
- Prepares criminal judgment orders by: reviewing orders or accuracy and legitimacy; providing certified copies of judgments to other agencies as required by court policy.
- Prepares warrants, failure to comply citations for judge's signature and approval.
- Accepts, receives and records fines, court costs, attorney fees and restitution ordered by judges by: preparing bond deposits; verify the amount owed; issue receipts for payments; determine if payment is current or delinquent.
- Prepares and submits documentation regarding transfer cases; ensures mandatory time limits are met.
- Tasks are multiple and diverse with some interrelationship across processes. Requires the direct application of a variety of procedures, policies and precedents.
- Performs other duties of a similar nature of level.

DEPUTY CLERK OF COURT II

Knowledge, Skills And Abilities (position requirements at entry):

- Basic accounting and bookkeeping techniques;
- Basic knowledge of office administration practices;
- Customer service techniques.
- Maintaining accurate files and records;
- Above average computers and related software applications skills;
- Balancing ledgers and performing routine accounting calculations;
- Using various office equipment;
- Verbal and written communication skills;
- Gathering and compiling data;

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems.
- Occasional independent judgment is required to complete work assignments.
- Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Lead worker over others in similar jobs, provides work leadership and direction for employees.
- Assists with training of other staff.

Relation to Others:

- Regular and substantial contact with the general public.
- May handle sensitive information as supervisor allows.
- Asses and diffuses problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of the customers.

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.) and specialized or technical training and/or vocational or technical or business school.
- One to three years of experience as Deputy Clerk of Court I, or clerical/bookkeeping experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Special Requirements (position requirements at entry):

- Valid Driver's License

DEPUTY CLERK OF COURT II

WORKING CONDITIONS

Environment:

- Positions in this class typically require: stooping, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Minimal exposure to hazardous or unpleasant conditions. Work related travel is minimal.

Classification: Grade 12 (G-12)
FLSA: Non-Exempt
Created and updated to new format: 02/25/13
Approved by CSC: 4/5/13
Updated by: Attorney Murtha, Clerk of Court Buresh, HR Coordinator Nameniuk on 10/23/18, HR Torgerson 6/24/22. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.