

# DEPUTY CLERK OF COURT I

## POSITION SUMMARY

Responsibilities include assisting the operations of the Clerk of Court Office by performing a variety of routine 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.
- Performs various administrative support duties in Clerk of Court's absence.
- Records and docket parking violations.
- Assists judge in conducting arraignments.
- Tasks are multiple and focus more on single processes. Work is sometimes standardized and sometimes varied.
- Performs other duties of a similar nature of level.

### **Knowledge, Skills and Abilities** (position requirements at entry):

- Knowledge of basic accounting and bookkeeping techniques;
- Customer service techniques and skills;
- Ability to maintain accurate files and records;
- Ability to use computers and related software applications;
- Ability to balance ledgers and perform routine accounting calculations;
- Ability to use various office equipment;
- Ability to type memos and reports;
- Ability to gather and compile 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:**

- No supervisory responsibility for full-time, part-time or temporary employees.

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## **Relation to Others:**

- Regular contact with others including the general public and staff. Requires moderate interpersonal and communications skills to ensure that customer requests are met.
- Acknowledges and clarifies customer inquiries, requests or complaints to ensure that needs are identified, documented and addressed.

## **SKILLS**

### **Education and Experience** (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Up to one year of clerical/office 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

## **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 11

**FLSA:** Non-Exempt

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