



## Deputy Court Clerk

Non-Exempt

Level: 13

### **JOB SUMMARY**

- Performs varied lead-worker and relatively complex duties in addition to performing numerous in-court and in-office tasks supporting the operation of courtroom and office services and functions. When in court, takes the official record of court activities. In the office, performs and assists in providing a wide range of support tasks at the counter, performing data entry, and/or a variety of other tasks and assignments.

### **ESSENTIAL JOB FUNCTIONS**

- Acts as lead clerk/bailiff in the absence of the court administrator/bailiff
- Assists in the development of calendars, case management, work schedules, and related operations
- Conducts employee training
- Attends court sessions, hearings, and trials; reviews, updates and brings case and associated files and documents to court.
- Calls cases and swears witnesses; handles, coordinates, and provides paperwork associated with courtroom activities.
- Maintains supplies of in-court forms and documents
- Takes down orders of court, court directives and related information
- Enters data into official court record/recording system
- Processes jurors appearing on trial date
- Scans in and records appearances
- Notes absences and failures to appear
- Randomly assigns jurors to courtrooms
- Reassigns or releases jurors from service based upon need and/or instructions from judge
- Responds to inquiries from the public, jurors, attorneys and/or other interested parties
- Processes juror payroll and related expenses; correlates juror pay envelopes; thank you letters and other correspondence between the court and the jurors
- Accepts and files documents submitted in court
- Responds to questions and inquiries regarding other scheduled court activities, availability of courtroom, etc.
- Oversees and manages exhibits submitted during court proceedings
- Maintains records of exhibits and process for release
- Maintains, compiles, and provides statistical and related records.
- Works with and updates in-court juror lists; provides other assistance in the handling of juror-related paperwork
- Assists with the rescheduling of cases, and excuse or deferral of jurors
- Assists with the compilation of weekly/monthly records and statistical reports

- Checks records and documents and documents for completeness and accuracy for processing and/or further action
- Assists users of the court's, departments, or division's services at the public counter.
- Conducts research and coordination necessary to provide an accurate response
- Verifies records and documents,
- Checking for clerical and mathematical accuracy and completeness and processes for further action
- Accepts, and enters recording filings, documents and papers representing new cases or additions to existing filed cases.
- Accepts and issues receipts for monies paid; issues required and/or requested court ordered forms, processes, documents
- Assists with the flow of court/case related information from judges and staff to local, state and federal agencies.
- Runs time standards to assure all cases are processed within guidelines and have events scheduled
- Files court/office material and retrieves file folders for use by the judge, staff, law enforcement agencies, attorneys, and other authorized personnel.
- Records judgments, rules orders, and other judicial proceedings of the court; follows requirements of Public Information Laws
- Performs other functions as assigned

#### **MINIMUM QUALIFICATIONS**

- High school diploma or GED; and Three years of progressively responsible clerical, secretarial or closely related work experience or excellent skill and speed word-processing program, file maintenance, file tracking, bookkeeping or other closely related duties
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- This classification requires the applicant to pass criminal background and normal reference checks.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Legal terminology and court processes and procedures
- Work under pressure in a dynamic environment with changing program demands and priorities
- Establish and maintain cooperative working relationships with court employees, and the public
- Basic principles and practices of record keeping, bookkeeping, case and cash flow management, jury management, automation, and office operations
- Interpersonal skills that support working with a diverse group of individuals that include judges, court staff, litigants, attorneys and the general public
- Basic principles of supervision
- Business English, spelling and arithmetic, Modern office practices, procedures, and equipment.
- Operating a personal computer utilizing a variety of software applications

- Ability to take complex notes of courtroom and related activity and transcribe them with accuracy
- Making accurate arithmetical calculations in a timely fashion
- finances
- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook
- Skill in gathering, evaluating, and analyzing data.
- Skill in data entry and verification procedures
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Skill in interpreting and following policies and procedures
- Excellent interpersonal and organizational skills
- Ability to organize and prioritize work to meet deliverables
- Ability to work independently and effectively prioritize multiple tasks
- Ability to cross train in other positions
- Ability to perform duties independently that are appropriate and consistent with the level of the position
- Ability to communicate clearly and concisely with staff both verbally and in writing.

#### **PHYSICAL REQUIREMENTS**

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.