

DEPUTY CLERK OF COURT

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under supervision of the Clerk of Court, performs a variety of clerical duties; responds to requests for information; processes files of Court proceedings; fills in for Clerk of Court in his/her absence.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Enters citations as they are delivered to the Court; receives and accounts for bonds and fine funds; processes records and files activities of the Court, including dispositions, sentences and judgments; files documents; enters data in the computer; assists in searching files for information; prepares for jury trials, contacts and schedules jurors for trials; balances daily receipts and prepares reports; maintains records of Community Services performed; prepares checks for bond/restitution payments; assists the Judge and Clerk of Court as needed; fills in for Clerk of Court in his/her absence.

OTHER DUTIES: Performs related duties.

QUALIFICATIONS

Working knowledge of office procedures and practices.

Working knowledge of bookkeeping procedures and record-keeping.

Ability to learn procedures and practices of the Municipal Court.

Ability to type at the rate of 40 wpm.

Ability to establish and maintain accurate files and information.

Ability to establish and maintain effective working relationships with court personnel, other agencies and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work, to lift 10 and occasionally 25 pounds;

Ability to stand, walk, sit and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer and handle legal documents;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, codes, manuals and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school, including or supplemented by courses in business law, typing and shorthand and two years of experience in stenographic and general clerical work in a law, judicial or related office.