

COUNTY AND DISTRICT CLERK'S OFFICE  
DEPUTY CLERK

GENERAL SUMMARY:

This position is in the Office of the County and District Clerk. The Deputy Clerk provides legal, clerical and administrative support to the court. The clerk prepares and submits a wide variety of legal filings, documents and reports. This position requires a high level of trust, accountability and the ability to maintain confidential information in a high volume office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Judge in handling matters before the court
- Assist the public with paperwork; explain county policies and procedures
- Maintain central docket records for all cases filed, and an index of all court judgments for cases arising in the civil and criminal courts
- Prepare civil citations and criminal warrants, and forward them to the Constable or requesting officer for service
- File and stamp all documents filed by any party to a lawsuit; note files electronically and manually
- Prepare post-judgement and appeal documents
- Monitor and update files electronically and manually.
- Prepare dockets for hearings and trials.
- Receive payments and issue receipts for fines and filing fees
- Prepare closed cases for storage
- Strong organizational skills
- Handle common inquiries and complaints
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- Additional duties as assigned or needed

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

Education:

- Must have a high school diploma (or GED certificate)

#### Skills and Abilities:

- Some office experience in county government, legal or related fields.
- Experience working with Microsoft Office applications such as Word and Excel.
- Working knowledge of business machines. Fax, Copier, Typewriter, Scanner.
- Excellent knowledge of business practices and English Grammar.
- Ability to communicate clearly both orally and in writing and to maintain confidentiality.
- Ability to file alphabetically and numerically.
- Establish and maintain constructive and cooperative interpersonal relationships in a pleasant, professional manner with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff outside entities and other individuals, as applicable to the essential duties and responsibilities.
- Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines.
- Must be mature, dependable, resourceful and able to work independently.

#### PHYSICAL DEMANDS:

Position involves sitting at a desk or other workstation, typing, and filing, making copies, standing and communicating to other county personnel, elected officials, external agencies and the general public. Occasionally required to lift up to 10 lbs.

#### WORK ENVIRONMENT:

Work is primarily indoors in an air-conditioned, smoke free office. Continuous work at a computer keyboard.