

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Deputy Clerk
Department: Superior Court Clerk
Annual Hours: 2080

Position Number: 1402
Range B
Union Position

1.0 MAJOR FUNCTION AND PURPOSE

- Persons in this position perform support clerical duties as necessary in the daily operation of the Office of the Superior Court Clerk. Substitutes for the full-time Deputy Clerk when absent.

2.0 SUPERVISION RECEIVED

- Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties. Supervision is received from the Superior Court Clerk.

3.0 SUPERVISION EXERCISED

- Persons in this position do not supervise any employees.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

The following duties are not all inclusive and may be modified as needed or directed:

- Receipts funds on RRS Systems and maintains back-up recording in LFO ledgers and Trust Fund Registers.
- Records all payments as to date, numbers, receipts, and breaks down as to each fund credited to. Pays out restitutions and supports with accompanying correspondence. Prepares deposit slips and makes deposits regularly.
- Performs filing and docketing of all legal documents in data base received from Judge, Prosecutor, Sheriff Office, Attorneys, Tax Warrants, etc. into Criminal, Civil, Domestic, Paternity, Probate, Adoption, Dependency and Incompetency files.
- Does bookkeeping which involves maintaining records of all accounts receivables including child support, legal financial obligations and restitution. Monitors payment schedules for defendants in conjunction with the Department of Corrections.
- Prepares daily and monthly accounting reports, prepares reports for Credit Bureau. Issues checks from trust fund accounts.
- Rotates time in the court room with the Clerk, takes court minutes, handles and numbers exhibits, draws and polls the jury, and all other necessary courtroom work.
- Prepares weekly motion calendar and schedules motions throughout the week for special criminal, civil, and domestic hearings.
- Prints out daily information from data base to provide information to Title companies, Credit Bureaus, Escrow Desks, and newspapers. Many hours are spent on the phone and at the computer complying with requests from various offices and the public.
- Prepares all necessary court papers in cases that are appealed and sent to Court of Appeals.

- Performs other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Demonstrated knowledge of the principles, practices, methods, technicalities, systems, equipment and procedures used in clerical work of a legal nature.
- While performing the duties of this job, the employee is regularly required to sit or stand. The employee frequently is required to talk or hear, use hand/finger dexterity to handle objects, and reach with hands and arms. The employee is occasionally required to walk, climb or balance, and stoop, kneel, crouch, or crawl.
- Good health and good physical condition appropriate to the position. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close, distance, color, and peripheral vision, depth perception, the ability to adjust focus and read small print.
- Must have cognitive ability to accurately search columns of numbers in small print for errors, data entry, and related purposes.
- Ability to use a typewriter, computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

6.0 MINIMUM QUALIFICATIONS

- High School diploma or GED equivalent. Two years prior office experience and/or specialized post high school training such as legal secretarial or pre-law courses is preferred
- Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- Ability to implement and maintain sound organizational practices.
- Knowledge of judicial processes as they apply to recording and/or documentation of legal documents.
- Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports. Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.
- Understand the need for maintaining confidentiality of sensitive information.
- Effectively communicate with others, both in writing and orally.
- Assures efficient and effective utilization of volunteers and department personnel, funds, materials, facilities, and time.

8.0 WORK ENVIRONMENT

- While performing the duties of this job, the employee works in a typical office environment.
- Work is normally performed indoors and there are frequent interruptions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.¹

Position classified on Range B of the Courthouse Bargaining Unit Salary Structure pursuant to Resolution No. R-004-2020 effective January 1, 2020. *(Previously classified on Range 6)*