



VALLEY COUNTY JOB DESCRIPTION

Deputy Court Clerk I

Department: Court Clerk Department

Reports to: Chief Deputy Clerk

Pay Grade: 5

Date Established: 1/2018

Date Revised:

FLSA Status: Non-Exempt

SUMMARY

Performs legal, administrative, secretarial, and clerical duties to expedite and maintain proper processes, procedures, and protocol on civil and criminal. Work is performed with some latitude for independent judgment and initiative within established guidelines and legal procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates and maintains case files;
- Tracks Warrants;
- Provides public assistance;
- Accepts and receipts payments;
- Balances and reconciles daily cash receipts;
- Enters case information and citations into database;
- Schedules hearings;
- Prepares courtroom for proceedings;
- Monitors recording equipment to assure record of court proceedings;
- Takes minutes during court proceedings;
- Acts as bailiff;
- Organizes and maintains exhibits during jury and court trials, following Department policy and procedures;
- Responds to questions and comments in a courteous and timely manner;
- Maintains appropriate confidentiality;
- Performs all work duties and activities in accordance with County and Court policies, procedures, and safety practices.
- Performs other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent and one (1) year of office experience;
- Knowledgeable in court and related judicial system operations, legal processes, procedures, methods, legal terminology, and policies;
- Familiar with applicable local, State, and Federal court statutes, codes, and ethical standards;
- Intermediate computer skills;
- Strong customer service skills;
- Familiarity with the operation of standard and specialized office equipment;
- English spelling, grammar, punctuation, and composition;
- Ability to maintain a professional demeanor during emotional and/or stressful proceedings;
- Ability to work independently;
- Strong general clerical skills;

- Ability to establish and maintain effective working relationships;
- Strong written and verbal communication skills;
- Ability to perform a wide variety of duties with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to perform time management and scheduling functions, meet deadlines, and set project priorities;
- Ability to use good judgment to make sound and reasonable decisions;
- Ability to perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office and courtroom setting where the noise level in the work environment is usually moderate.