



Grant County Job Posting

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| Title: | Deputy Clerk II | FLSA: | Non-Exempt |
| Department: | Clerk's Office | Status: | Full Time |
| EEO Class: | 6 | Salary Range: | \$2,909-\$3,422 Monthly |

DESCRIPTION:

Perform a full range of office clerical, reception, and courtroom administrative support services to assist Superior Court. Services in the Clerk's office include, but are not limited to, preparing dockets and case files for trials and hearings, performing courtroom clerk responsibilities, and performing administrative support services, including service to the general public, attorneys, outside agencies and judges. Responsible for maintenance and retention of court records as directed by the Clerk and the Secretary of State.

EXAMPLES OF DUTIES:

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position. Employees must comply with all County and department policies, procedures, legal statutes, or other regulatory bodies.

- Preparing dockets and case files for trials and hearings. This function involves setting the schedule of cases to be heard in an assigned courtroom using computer based and manual case information such as dates set by the judges, prosecuting attorneys and other attorneys, and/or calendar dates from court orders and statutes. The function also requires assembling all documents from case files and organizing them together with forms, applications, motions and other pleadings to be presented in court. These are required to be in proper sequence and format according to each judge's preference.
- Office operations: This position performs the administrative support services required by the Superior Court including: docket and case file preparation and maintenance for eight categories, which includes 16 different types of cases; prepare or complete documents such as motions, orders of dismissal and writs; review file for ability to issue, sign and process bench warrants, writs, garnishments, subpoenas, and letters testamentary; examine legal documents submitted to court for adherence to procedures and/or form; route documents to the appropriate judge/department; enter case related data into case management mainframe applications (SCOMIS/JIS); collection of fees, fines and funds paid into the Court; process and transmit passport applications; administer oaths; prepare and submit forms/reports for transmittal to various state agencies; explain procedures and/or forms to parties in cases; filing; answering phones; screening public as to whether or not they are allowed to come inside the Clerk's office (such as attorneys, law enforcement, legal secretaries); review files/documents to determine if a judgment number should be assigned; enter judgments into statewide computer system; print and process daily reports; make regular, certified and authenticated copies; process appeals as assigned; other duties as assigned by the Clerk, Chief Deputy, or Clerk Supervisor.

- Serving as courtroom clerk. This includes such in-court tasks as: transporting files between courtrooms and/or judges' chambers and the Clerk's office, as needed; announcing the judge; furnishing the judge with documents and/or files in proper sequence; receiving, marking and safekeeping of exhibits and documents presented in court; taking accurate minutes of court proceedings; marking future calendar dates for docketing cases according to court orders; and, in certain courtrooms, courtroom clerks are responsible for starting and stopping audio recordings of court proceedings on behalf of Superior Court.
- Support services after court. These services include: processing files once out of the courtroom; processing courtroom exhibits and documents after trials or hearings for safekeeping and according to court orders; tracking the appeal period and then returning exhibits once the appeal period has run; data entry; and, assistance for attorneys and citizens in the courtroom regarding protocol.

TYPICAL QUALIFICATIONS:

Required:

- High school diploma or GED.
- Be 18 years of age or older.
- Proficient in using Microsoft Word, Excel, Outlook and the internet.
- Typing - minimum 45 WPM.
- Minimum two years customer service working with the public.

Preferred:

- Associates degree in business, office administration, or related field.
- Two years of experience working in a judicial system, or work related to judicial or legal practices and involving the preparation of pleadings, reports and/or formal correspondence.
- Proficient in programs used by Clerk's Office, *e.g.*, SCOMIS, JIS, imaging software, and JRS (Judicial Receiving System).
- Bilingual in English/Spanish.

SPECIAL REQUIREMENTS/LICENSES/CERTIFICATES:

- Valid Driver's License with proof of automobile insurance.
- Background Check: Must be able to pass a background check.
- Driving Abstract: Must be able to prove an acceptable driving record.
- Federal passport agency requirements: Must be a U.S. citizen or U.S. national.

WORKING CONDITIONS:

Work is carried out principally in an office and/or courtroom environment involving contact with the public, judges, attorneys, and others where there may be some occasional exposure to individuals displaying antisocial, aggressive, or hostile behavior either in person or by phone. In addition, this position deals with constant deadlines.

PHYSICAL ABILITIES:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, write, hear, speak, reach with hands and arms, stoop, kneel, go up and down a ladder and/or step stool to retrieve/file away court files, and lift up and/or move up to 50 lbs. of unequal weight. The position requires the employee to stand and/or sit for 8+ hours per day, 5 days per week. Specific vision abilities required by this job include close and distant vision, peripheral vision, and depth perception. This job requires employees to stand on feet for 8+ hours per day, or sit for 8+ hours per day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR A COMPLETE JOB DESCRIPTION, BENEFITS, AND INFORMATION ON HOW TO APPLY ONLINE, PLEASE VISIT THE HUMAN RESOURCES PAGE AT: <http://www.grantcountyweb.com>