



County of Calhoun
Job Description

Job Title: Deputy Clerk of Court
Department: 1000 – Clerk of Court
Reports To: Clerk of Court
FLSA Status: Non-Exempt

Summary

This position is responsible for assisting the Clerk of Court in the management of the activities and personnel of all court sessions, ensuring compliance with all applicable laws and regulations and ensuring the proper collection and disbursement of court fees and fines. Performs various other administrative and supervisory responsibilities as required.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Oversees the activities of the Civil and Criminal Court division; interprets, enforces and otherwise implements applicable state laws.
- Plans, directs and oversees the clerical and administrative functions of the criminal and civil courts under the direction of the Clerk of Court;
- Oversees the collection and recording of fees, fines, restitutions and other payments; prepares and/or reviews daily deposits.
 - Assists defendants, attorneys, solicitors, court personnel, law enforcement personnel, jurors, magistrates, and others in completing various forms as required for court.
- Assists in all courtrooms; Assists with the preparation of dockets; assists with preparation of summons jurors & assists with roll call of jurors during court; Assists Judges & their staff with all courts.
- Assists with preparation of Court rosters & mailing and/or posting on Internet & keeping up-dated
- Assumes the responsibilities of the Clerk of Court in their absence.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Microsoft Office Proficient

Physical Demands

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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