

ADAMS COUNTY
CLASS SPECIFICATION
DEPUTY CLERK

Department: Clerk/Auditor/Recorder
FLSA Designation: Non-Exempt (Covered)

Pay Grade: 5

Purpose of Class

Performs clerical duties to manage case files and documents and provide general office support; performs related work as required.

Primary Function

This position performs general clerical and office support duties, managing case files and court documents, does backup support for payroll, recording and elections. The work is performed under the direct supervision of the County Clerk, but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and court environment.

Essential Duties and Responsibilities (will vary by assignment)

- Pulls, prepares, and distributes files of scheduled cases (district court cases and civil cases) and related legal documents daily to judges and other court personnel, consulting all court calendars as necessary;
- Prepares certified mailings (district court and civil cases)
- Prepares court calendar for divorce, child support, and civil hearings and enters dates into central calendaring system;
- Files documents and attends in court hearings;
- Answers inquiries, provides information on scheduling and other court proceedings, locates files, provides documents, and prepares copies, including certified copies, to the public, judges, attorneys, court personnel, law enforcement agencies, and other interested and affected parties;
- Manages filing of court hearing audio, duplicating, preparing for listening use, and administering cash receipts;
- Performs Jury Commissioner duties: draws and processes jury panels including mailings, direct contact and payment for services;
- Answers questions on court assistance forms;
- Enters infractions, answers phone calls on infractions, defaults, collects money;
- Sends dispositions on a monthly basis to newspapers;
- Manages civil records;
- Performs backup for recording;

- Performs backup for elections;
- Performs backup for payroll;
- Planning and Zoning Administration;
- Performs general office support duties including, but not limited to, data entry, customer service, preparing and maintaining reports, records, and logs, and routine office equipment servicing;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

Other Duties and Responsibilities

- Backs up other Deputy Clerks as necessary;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Court and judicial system operations, processes, procedures, methods, protocols, terminology, and policies, and/or ability to learn them
- Applicable federal, state, and local Court codes and standards, with emphasis on court filing and files maintenance requirements, and/or ability to learn them
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment, including microfilming equipment;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- English grammar, spelling, punctuation, and composition;
- Basic cash handling and bookkeeping practices and procedures;
- Current office practices and procedures.

Ability to:

- Follow oral and written instructions;
- Prepare and maintain court schedules and calendars;
- Maintain and prepare files, documents, records, and databases;
- Review files and determine their content and completeness and perform follow up work as needed;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with judges, the public, supervisory personnel, attorneys, court personnel, local elected officials, and other County employees under occasionally stressful conditions;
- Perform basic bookkeeping and accounting functions;
- Communicate effectively both orally and in writing;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- Maintain individual and Court confidentiality.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and advanced secretarial or business office training preferred; and
- Three (3) years general office experience; and
- Experience in a court clerk support position or in a related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, prepare and organize documents and files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard and specialized office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, work at a keyboard for an extended period of time, and work in an office or court environment.

October to December/2016

-Part time 20-30 hrs per week

Benefits Persi Retirement

Pro-rated Sick & Vacation benefits

Rate of Pay starting: \$14.78

Starting January/2017

-Full time 40 hrs per week

Benefits: Employee Health/Dental Insurance paid
Persi Retirement
Sick and Vacation benefit