



Senior Deputy County Clerk

County Clerk

CCLK/6
Pay Grade: 12

JOB SUMMARY

This position is responsible for providing clerical and customer service support for the operations of the County Clerk's Office.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel.
- Collects and records fees; balances cash reports.
- Enters documents and pleadings.
- Prepares new cases and assigns case numbers; inputs case information; scans related documents.
- Prepares and delivers legal documents and instruments to the judge for signature.
- Prepares and issues citations, subpoenas, sapias, warrants, writs of attachments, garnishments, executions, orders of sale, and protective orders.
- Provides customers with certified and non-certified copies.
- Prepares and submits monthly court reports to the Office of Court Administration.
- Attends court sessions regularly and assists in court as needed.
- Completes felony criminal background checks.
- Processes incoming and outgoing mail.
- Processes passport applications.
- Issues civil citations on lawsuits filed.
- Assists with jury processes.
- Maintains office supplies.

- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the County Clerk's Office policies and procedures.
- Knowledge of modern office procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of generally accepted accounting principles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the provision of customer services.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Deputy County Clerk Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related customer service and clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to participate in the provision of clerical and customer service support for office operations. Success in this position contributes to the efficiency and effectiveness of office operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, court personnel, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting,

