

# POSITION DESCRIPTION

## HENRY COUNTY CLERK OF COURTS

### CLASSIFICATION TITLE: Deputy Legal Clerk

FLSA STATUS: Non-exempt

EMPLOYMENT STATUS: Full-time

FLSA TYPE: N/A

REPORTS TO: Clerk of Courts

CIVIL SERVICE STATUS: Unclassified

DIVISION: Legal Division

### DISTINGUISHING JOB CHARACTERISTICS

Performs various administrative and clerical job duties as delegated by and for the Clerk of Courts to carry out responsibilities and functions of the Henry County Clerk of Court's office, Legal Division.

Performs general bookkeeping responsibilities to monitor, track, account for, and document monies received and disbursed by the Clerk of Court's office.

Attention to detail and accuracy of work extremely important. Ability to work in a busy environment and complete tasks accurately, sometimes with multiple interruptions, a required skill. Although many of the court records managed by the Clerk of Courts office are public record, it is imperative that employees uphold a strict confidentiality policy outside of the office and with non-court personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Include but are not limited to:)

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. *Reasonable accommodations will be made for disabled persons covered by the Americans with disabilities Act, in accordance with the requirements of that Act.*

Issues writs, including summons, warrants, subpoenas, garnishments, executions, capias, and notice of hearings, writ in partition and possession, and order of sale. Completes forms and assembles other documentation to process issuance and performs other related administrative tasks in accordance with requirements.

Time stamps new actions and pleadings to determine time priorities.

Proofs own work, and the work of others, to ensure accuracy and makes necessary corrections to ensure work is prepared and processed in accordance with applicable requirements. Reviews filings to ensure proper service of parties.

Indexes new civil, domestic, criminal or court of appeals actions into a general index for public search. Indexes dockets, journals, notary commission records, witnesses. Files original complaints, motions, answers, indictments, investigative reports, correspondence, cost and fees, jury verdicts, judgment entries, and other court documents. Scans documents to digital archiving.

Scans court orders, assignments of Judges and deputies, and the venire of jurors, entry of grand jury and commissions of elected officials for inclusion in the journal. Scans complete felony, domestic and civil action cases.

Keeps records of closed cases and prepares month end reports.

Records and acknowledges notary commissions.

Calculates court costs for each action and prepares and sends statements reflecting current and unpaid costs. Accepts and posts payments. Provides assistance to the general public. Makes copies of decrees and judgment entries, and receives payment for costs due, and providing other general information regarding court process or requirements as requested. Provides assistance to genealogical researchers, news media and others in searching and location public information.

Answers telephone and in person inquiries from the general public, attorneys, court officials, law enforcement representatives and others pertaining to new, current and pending court actions. Transfers calls as appropriate to proper authority within court system. Certifies copies of original documents by affixing certification stamp and seal with signature.

Prepares Certificates of Official Character.

Completes reports reflecting daily work activities and results. Certifies abstracts of domestic cases and submits as required. Prepares reports reflecting indigent criminal cases, listings of convicted felons and other information.

Posts daily Clerk of Courts Legal division receipts and disbursements to computer. Counts daily receipts, prepares deposits and does monthly financial reports.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of standard office practices and methods, filing, and basic bookkeeping; Clerk of Court's Office policies, procedures and work rules; Legal Division requirements, computer operations; basic mathematical principles, English word usage, spelling, punctuation, and basic letter writing skills.

Ability to interpret and apply legal division procedural requirements to resolve routine job problems and issues; post information and data into computer accurately and timely; deal effectively and courteously with the general public; develop and maintain effective working relationships with associates, Clerk of Courts and other county employees; exhibit a pleasant public manner; add, subtract, multiply and divide whole numbers; calculate percentages, fractions and decimals; gather and classify information; apply bookkeeping principles; understand legal terminology; maintain confidentiality of confidential and sensitive subject matter.

Skill in operation of standard office and other job equipment including: computer, printer, copier/fax, scanner, calculator, telephone, time stamp, credit card machine, typewriter - typing 30 wpm, and operation of job-related software applications.

## **CONTACTS WITH OTHERS**

This position includes limited interaction with the public and other employees of the County; a large portion of the workday is spent in contact with co-workers in the Clerk's office.

## **CONFIDENTIAL DATA**

Information pertaining to divorce and dissolution investigations and child custody cases. Psychiatric evaluations included in legal suites. Depositions, transcripts of proceedings and grand jury records. Family file information. Sealed criminal case reports and evaluations. Expunged and sealed criminal actions.

## **USUAL PHYSICAL DEMANDS**

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time and stands at a counter. The employee listens and talks frequently to the general public. Vision

demands include frequent close, detailed vision when operating the computer, with the ability to adjust focus for close work. The employee occasionally lifts and uses index and docket books weighing approximately 25-30 pounds. Occasionally climbs ladders to retrieve old cases from storage.

## **QUALIFICATIONS**

High School degree or GED required. Prefer completion of secondary education with coursework in office practices and procedures, bookkeeping and computer applications or accounting; or equivalent experience. Prior record keeping experience in a legal office or related field helpful. Computer knowledge including Word, Excel, e-mail and internet required. Demonstrate the ability to prepare and maintain accurate records; skill in typing, data entry, and customer service.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.