



JOB DESCRIPTION

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| WORKING TITLE: | DEPUTY CLERK |
| DEPARTMENT: | DISTRICT CLERK |
| REPORTS TO: | DISTRICT CLERK |

GENERAL DESCRIPTION

This position is a non-exempt position that performs a variety of clerical, bookkeeping and related duties to provide support for the daily operations of the District Clerk in accordance with departmental procedures and regulations as well as state laws and statutes. This is a full time, regular position.

ORGANIZATIONAL RELATIONSHIPS

Has frequent contact with District Court Judges, Court Coordinators, County Attorney, Community Supervision & Corrections Department, Court of Appeals, Court of Criminal Appeals, other county officials and their staff, federal, state and local agencies, law enforcement offices and the general public

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process and prepare documents, such as, government forms, letters, memos, billings and reports
- Answer telephones, direct calls and take messages
- Assist the public in person and over the telephone with filings and information as needed
- Compile, index, copy, sort, and file records of the office
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail
- Maintain and update filing, inventory, mail and data base systems – either manually or using a computer
- Receive payments, post funds and issue receipts for monies received
- Perform ministerial duties including signing documents using the seal of the office and file stamping documents
- Regular attendance is required - must arrive at work on time, prepared to perform assigned duties and work assigned schedule

ADDITIONAL RESPONSIBILITIES

- Run errands for the office, including, but not limited to, the bank, post office, courthouse and other county offices
- Be cross-trained in all positions in the office
- Perform other related duties as may be assigned

EDUCATION REQUIREMENTS

- High school graduate or equivalent

KNOWLEDGE, SKILLS AND ABILITIES

- Establish and maintain effective working relationships with other county employees and officials and the general public
- Apply correct business English, spelling, punctuation and math
- Operate routine office equipment, such as, computers, phones, copiers, scanners, faxes, calculators and postage machines
- Bookkeeping fundamentals
- Demonstrate proficiency in both oral and written communication
- Have and maintain the ability to work independently
- Have and maintain the ability to use computer systems necessary to perform duties
- Have and maintain the ability to concentrate on a task over a period of time without being distracted and work well with interruptions
- Must possess a cooperative and positive attitude at all times
- Make sound decisions in stressful situations
- Must be flexible and willing to learn new business practices and procedures as they arise
- Be extremely accurate with any work product

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit, stand or walk for prolonged periods of time
- Required to lift up to 15 lbs. regularly and up to 50 lbs. occasionally
- Specific vision required includes both up close and distance
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Employee regularly works in inside environmental conditions while performing the duties of this job
- The noise level in the work environment is usually quiet