



Special Assistant to the Clerk of Courts Clerk of Court

COC/1 - 336

JOB SUMMARY

This position provides administrative and supervisory support for the Clerk of Courts.

MAJOR DUTIES

1. Directs and manages all functions related to the administration and operation of the courts.
2. Serves as liaison between the Court Clerk and members of the general public; responds to inquiries and complaints from the public and related officers of the court; investigates problems and alleged inappropriate actions of court personnel.
3. Establishes and issues policies, procedures, and instructions for assigned courts.
4. Conducts paralegal research for the Clerk or Judge and assists in courtroom proceedings; reads and researches new laws affecting the Office of the Clerk or the Court in general and implements new procedures; prepares court orders for Clerk's Office and presents orders to judges for signatures.
5. Compiles the annual operating budget; monitors and controls expenditures inclusive of approved budget and ensures expenditures are made in strict compliance with county purchasing policies.
6. Scans documents; checks scanned images for completeness and image quality.
7. Approves all office equipment contracts and leases including maintenance agreements; verifies and authorizes payments of all receipts regarding office equipment and the purchase of supplies; administers all payroll and human resource policies inclusive of responding to complaints regarding personnel.
8. Coordinates the schedules of the judges, law enforcement officers, attorneys, and other county departments to corroborate with the services of the court.
9. Oversees technical and statistical reports, data that is distributed for publication, and augmentation of materials from rough draft or verbal instructions.
10. Enforces accounting guidelines as mandated by laws and county policies; confers with outside auditor on exceptions associated with accounting concepts including, receipts, deposits, and bank statement reconciliations.
11. Assists with juror management, including jury selection and subpoenas; stands in the for the Clerk at show cause hearings and juror orientation when the Clerk is unavailable.
12. Serves as Information Systems Manager for the office.
13. Provides support for office personnel functions.
14. Performs event and conference planning and coordination duties.
15. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge and skill of office procedures and policies.
2. Knowledge and skill of the Official Code of Georgia and Georgia Superior Court Rules and Regulations.
3. Knowledge and skill of the principles and practices of records management.
4. Knowledge and skill of computers and job related software programs.
5. Knowledge and skill of county and department budget development and administration guidelines.
6. Knowledge and skill of court policies and procedures.
7. Knowledge and skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
8. Knowledge of personnel policies and procedures.
9. Skill in event planning and coordination.
10. Skill in the management of IT systems.
11. Skill in researching, interpreting, and compiling complex data and other information into a useful product.
12. Skill in public and interpersonal relations.
13. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Clerk of Courts assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Official Code of Georgia, Superior Court Rules, court orders, the Superior Court Clerk Reference Manual, GSCCCA rules and regulations, GSCCCA Indexing Standards, the Uniform Chart of Accounts Manual, the Jury Commissioner Handbook, the Notary Public Handbook, personnel policies, the Disaster Recovery Manual, the Performance Appraisal Manual, software operations manual, GCIC guidelines, and the Georgia Law Enforcement Handbook. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and administrative duties. Strict regulations and schedules, frequent interruptions, and the variety and volume of tasks contribute to the complexity of the position.
- The purpose of this position is to provide supervisory and administrative support for the work of the Clerk's Offices in the Superior, State and Magistrate Courts. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, judges, other court personnel, attorneys, elected and appointed officials, bank representatives, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, vault, or courtroom. The employee may be exposed to dirt and dust.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned departmental personnel.

SPECIAL CERTIFICATIONS AND LICENSES

None

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.