



## Superior Court Civil Supervisor Clerk of Court

COC/4 - 308

### JOB SUMMARY

This position performs supervisory and administrative duties in support of the work of the Civil Division.

### MAJOR DUTIES

1. Oversees the daily operations of the Civil Division.
2. Ensures that practices, policies, and procedures of the Clerk are followed.
3. Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
4. Resolves problems and complaints.
5. Maintains employee timesheets.
6. Assists judges, attorneys, and members of the general public in person and by telephone; types, prepares, files, and processes a variety of applications, petitions, liens, calendars, or other legal documents.
7. Creates, maintains, and publishes calendars for civil and criminal court dates; resolves scheduling conflicts and responds to questions regarding case status.
8. Operates personal computer and imaging system; types or makes handwritten entries of data from applications, complaints, petitions, or other legal documents.
9. Receives, receipts and accounts for monies for fines, fees, costs, and restitutions; balances and issues reports.
10. Retrieves and accounts for all files on court calendar and returns with updates when court session is completed; locates and retrieves files for attorneys and the general public; verifies accuracy and completeness of file contents and file locations.
11. Delivers required case files and maintains control of files until court is completed; assists with jury selection and managements.
12. Scans documents; checks scanned images for completeness and image quality.
13. Enters or retrieves data for transmittal to GSCCCA and GCIC.
14. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of office procedures and policies.
2. Knowledge of the principles and practices of records management.
3. Knowledge of computers and job related software programs.
4. Knowledge of legal terminology.
5. Knowledge of court operations and procedures.
6. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.

### SUPERVISORY CONTROLS

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

### GUIDELINES

Guidelines include the Official Code of Georgia, Superior Court rules, court rules, office policy, and indexing standards. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative and supervisory duties. The variety of tasks contributes to the complexity of the position.
- The purpose of this position is to provide supervises and participate in the provision of support for the work of the Civil Division. Success in this position contributes to the efficiency and effectiveness of division operations and court operations.

## **CONTACTS**

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

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and heavy objects and climbs ladders.
- The work is typically performed in an office, courtroom or vault.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Deputy Clerk III – Superior Court Civil, Deputy Clerk II – Superior Court Civil, and Deputy Clerk I – Superior Court Civil.

## **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 specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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.