



State Court Supervisor Clerk of Court

COC/6 - 314

JOB SUMMARY

This position is responsible for the proper handling of funds collected by the courts.

MAJOR DUTIES

1. Balances receipts and prepares bank deposits.
2. Identifies and resolves errors made during daily receipting.
3. Ensures that the daily receipts are spread to the correct entities and municipalities based on established procedural guidelines, laws, and regulations.
4. Balances Month-End reports by compiling reports to balance back with daily receipts; prepares checks for distribution of monies deposited; prepares reports needed to accompany checks; secures signature from Clerk of Court; copies checks and reports; distributes checks and reports.
5. Scans documents; checks scanned images for completeness and image quality.
6. Identifies and resolves any problems with the accounting programs.
7. Receives and processes checks requests from Superior and State Courts for disposition of cash bonds and fine payments.
8. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

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

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include the Official Code of Georgia, judges' orders, GSCCCA rules and regulations, court rules and regulations, and the Clerks Reference Manual. 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 accounting duties. Frequent interruptions and the need for accuracy and attention contributes to the complexity of the position.
- The purpose of this position is to supervise the daily operation of the State Court Division of the Clerk of Courts Office. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, judges, attorneys, bank representatives, vendors, 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. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of or ability to become a Notary Public and to take Oath of Office.

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.