



Deputy Clerk III – Superior Court Criminal Clerk of Court

COC/12 - 305

JOB SUMMARY

This position provides administrative and clerical support for the work of the Criminal Division of Superior Court.

MAJOR DUTIES

1. Prepares court calendars for motions, arraignments, and trials, including notices, subpoenas, and copies; distributes calendars and prepares notices for mailing.
2. Accepts or rejects documents from various agencies, departments, and the general public; accepts or rejects new cases and documents from the District Attorney's Office; assists in data entry of new cases.
3. Electronically transmits criminal dispositions the Georgia Crime Information Center; electronically transmits drug and moving violations to the state department of driver services; types final dispositions on sentences.
4. Scans documents; checks scanned images for completeness and image quality.
5. Balances and reconciles daily receipts; accepts, verifies, and posts partial fine payments from each probation office to individual computer case files.
6. Verifies and signs documents mailed to the Georgia Department of Corrections; prepares packets to be sent to the Sexual Offender Review Board and the Georgia Secretary of State.
7. Assists customers on the phone and at front counter.
8. Assists in courtrooms for motion hearings, arraignments, and trials.
9. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of office procedures and policies.
2. Knowledge of banking procedures.
3. Knowledge of the principles and practices of records management.
4. Knowledge of computers and job related software programs.
5. Knowledge 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 Superior Court Criminal Supervisor 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, Superior Court rules, office policy, GSCCCA rules and regulations, Clerk's Authority guidelines, the Department of Driver Safety Manual, the Criminal Case Management Manual, and the Guide to Automated Submission of Court Disposition Data. 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. The need for accuracy and the necessity of coordinating activities with other departments contributes to the complexity of the position.

- The purpose of this position is to provide administrative and supervisory support for the work of the Criminal Division of Superior Court. Success in this position contributes to the efficiency and effectiveness of division and court operations, and other county operations.

CONTACTS

- Contacts are typically with co-workers, judges, other court personnel, attorneys, law enforcement personnel, probation officers, parole officers, state agents, mail carriers, 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 or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office. The employee may be exposed to dirt and dust.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Ability 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

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.