



## Deputy Clerk III – Magistrate Court Clerk of Court

COC/13 - 305

### JOB SUMMARY

This position provides administrative and clerical support for the work of the Magistrate Court.

### MAJOR DUTIES

1. Numbers and enters law enforcement warrants into computerized database.
2. Completes bond hearing documents for judges' signature.
3. Provides clerical support for all criminal proceedings.
4. Accounts for assigned funds and prepares deposits.
5. Enters criminal proceedings into computerized database.
6. Attends preissuance hearings.
7. Prepares court calendars for preliminary, preissuance, and special hearings.
8. Prepares committal paperwork.
9. Prepares reports for the Georgia Crime Information Center.
10. Makes copies of audiotape recordings of hearings for attorneys and others.
11. Notarizes documents.
12. Answers telephone and greets visitors; provides information and assistance.
13. Files court documents.
14. Faxes documents; makes copies.
15. Checks the accuracy of data input by other courts.
16. Tape records hearings.
17. Types warrants.
18. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of relevant state laws and court policies and procedures.
2. Knowledge of the principles and practices of records management.
3. Skill in the use of computers and job related software programs.
4. Skill in the use of court room recording equipment.
5. Skill in public and interpersonal relations.
6. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Chief Deputy Clerk 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. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. The need to coordinate schedules with various individuals contributes to the complexity of the position.
- The purpose of this position is to provide clerical support for the work of the Magistrate Court. Success in this position contributes to the efficiency and effectiveness of court operations.

## **CONTACTS**

- Contacts are typically with judges, attorneys, plaintiffs, defendants, probation officers, 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 intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects and climbs ladders.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has functional supervision over Deputy Clerk II – Magistrate (1), and Deputy Clerk I – Magistrate (1).

## **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**

- 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.