



Deputy Clerk II – State Court Clerk of Court

COC/16 - 304

JOB SUMMARY

This position performs administrative and clerical duties in support of the work of the State Court.

MAJOR DUTIES

1. Receives/rejects new accusations, tickets, warrants and other legal documents from Solicitor's Office, jail, law enforcement agencies, public defenders, probation officers, and attorneys; enters case information into computer.
2. Closes cases that have been pled using court documents signed by the judge; enters pleas and sentences into the computer; prepares refund paperwork for cash bonds ensuring original bench warrants are returned.
3. Transmits closes cases to GCIC and DDS.
4. Answers telephone and greets visitors; provides information and assistance regarding court cases, court schedules, court dates, and fines; issues subpoenas and certified copies; assists with changes or discrepancies; receipts payments for fines, court costs, bench warrants, and copies; balances receipts and prepares reports.
5. Strikes juries; monitors calendar to ensure cases are transferred to courtroom; records all pleas, continuances, and court dates.
6. Schedules cases for arraignments, motions, pretrial hearings, and jury or bench trials; prints calendars and subpoenas and mails to defendants, attorneys, bondsmen, probation officers, and public defenders.
7. 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 State Court rules and regulations.
5. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

SUPERVISORY CONTROLS

The State Court 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; court orders; Superior Court Clerk Rules and Reference Manuals; indexing standards; the Jury Commissioners Handbook; and Notary Public Handbook. 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 clerical duties. Strict regulations and deadlines contribute to the complexity of the position.
- The purpose of this position is to provide administrative and clerical support for the work of the State Court. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, the general public, attorneys, jurors, judges, other court personnel, law enforcement personnel, and members of the news media.
- Contacts are typically to give or exchange information; resolve problems; or 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 occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, courtroom, or vault.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

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.