



## Deputy Clerk II – Superior Court Criminal Clerk of Court

COC/17 - 304

### JOB SUMMARY

This position performs administrative and clerical duties in support of the work of the Criminal Division.

### MAJOR DUTIES

1. Prepares and transmits appeals from State and Superior Court to appropriate appellate court.
2. Assists customers by telephone and in person; locates files and makes copies; receipts fees; provides information concerning court dates and locations.
3. Accepts or rejects court documents; enters and scans legal documents; processes and schedules cases.
4. Scans documents; checks scanned images for completeness and image quality.
5. Ensures that all court documents are properly recorded in closed files.
6. Receives and processes warrants.
7. Sends certified copies of convictions and modifications to Department of Corrections.
8. Sorts and distributes mail.
9. Delivers supplies to necessary locations and subpoenas and mails to defendants, attorneys, bondsmen, probation officers, and public defenders.
10. 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. Skill in public and interpersonal relations.
6. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Supreme 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, Superior Court Rules, court orders, GSCCCA rules and regulations, Clerk's Authority guidelines, office policy, and criminal case manuals. 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. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for the work of the Criminal Division. Success in this position contributes to the efficiency and effectiveness of division operations.

### CONTACTS

- Contacts are typically with co-workers, judges, other court personnel, attorneys, law enforcement personnel, 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 objects and climbs ladders.
- The work is typically performed in an office, courtroom or vault.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **SPECIAL CERTIFICATIONS AND LICENSES**

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