



Deputy Clerk I – Clerk of Courts Clerk of Court

COC/18 - 302

JOB SUMMARY

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

MAJOR DUTIES

1. Receives new tickets or citations from law enforcement; assigns case numbers; enters all required information into the case management program; enters fine amounts; schedules cases on arraignment calendar; closes ticket following arraignment and enters disposition fine and plea information.
2. Ensures the proper distribution of monies to beneficiaries of the court.
3. Files pleadings into the correct case files; returns files used by public; pulls files from vault for court hearings, judges, and others.
4. Prepares and transmits appeals.
5. Receives and processes warrants.
6. Attends court session for jury trials, bench trials, motions, and special hearings.
7. Assists with jury selection in court; collects and disposes of jury notes.
8. Receipts funds for fines and fees; balances and reconciles the daily receipts.
9. Schedules cases; prints and distributes notices, court calendars, and subpoenas; reschedules cases as needed; issues DPS notices for individuals who fail to appear.
10. Maintains case information.
11. Receipts and indexes real estate documents, liens, and plats; calculates and records transfer and intangible tax for property mortgaged or sold; identifies and records proper municipality for dispersal of taxes; indexes grantors, grantee, and legal descriptions.
12. Assists customers in researching covenants and plats.
13. Transmits land records, liens, and plats to GSCCA.
14. Answers telephone and greets visitors; provides information and assistance; collects payments; provides official documents.
15. Enters data and scans legal documents, including court orders, complaints, summons, notice of hearings, vital records form, and others.
16. Processes incoming and outgoing mail; rejects or accepts documents; processes and file stamps legal documents.
17. 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 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 supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Official Code of Georgia and court guidelines, rules, policies and procedures. 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. Strict regulations and deadlines contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for court operations. 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, property owners, 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.