



Clerk of Juvenile Court Juvenile Court

JC/1-325

JOB SUMMARY

This position performs supervisory, administrative, and clerical duties in support of the work of the Juvenile Court.

MAJOR DUTIES

1. Trains, assigns, directs, supervises, evaluates, and disciplines personnel; informs personnel of changes to policies or procedures; prepares payroll; schedules vacations and leave time.
2. Performs all tasks associated with court actions of deprivations, including crimes against children, service of court related paperwork, and preparation of calendars and other documents.
3. Coordinates judges' calendars and the allocation of judge's caseloads.
4. Disseminates required information to other related agencies.
5. Prepares orders, transcripts, and documents to be included in transfers or appeals; certifies documents.
6. Prepares and delivers programming to the general public on juvenile court issues.
7. Attends training on new legislation as mandated for clerks; participates in job related seminars.
8. Reads and verifies for correctness all petitions, pleadings, and orders.
9. Prepares annual budget for court operation and oversees expenditures.
10. Handles administrative duties in relation to Judicial Council funding.
11. Interacts with other clerks on schedules for judges.
12. Serves as Program Coordinator for the Judicial Citizen Review Panel; schedules all case review dates and times; mails notification letters to all parties; procures and maintains all official case and judicial panel review records for each child; distributes judicial review panel recommendations to the Judge, DCFS, parents, and other appropriate agencies and parties; attends reviews and assists the panel in formulating panel findings and recommendations; assists in the recruitment of new volunteers; drafts all panel orders.
13. Solicits grant funds and assists in writing grant applications when applicable.
14. Serves as Program Director for all CJCC grants awarded for juvenile.
15. Dockets all dependency and custody related cases and records dispositions.
16. Drafts and revises, as directed by the judges, dependency, guardianship, and custody orders.
17. Reconciles monthly bank statements and check register for regular account; prepares monthly reports for the county; prepares monthly payments/reports for various fund recipients.
18. Responds to inquiries and complaints from the general public and court personnel regarding court procedures, policies, personnel, etc.
19. Attends the Child Protocol/MDT meetings and provides updates as needed.
20. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of office procedures and policies.
2. Knowledge of Court Clerk position requirements.
3. Knowledge of the principles and practices of records management.
4. Knowledge of computers and job related software programs.
5. Knowledge of Juvenile Court rules and regulations.
6. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
7. Skill in researching, interpreting, and compiling complex data and other information into a useful product.
8. Skill in public and interpersonal relations.
9. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Judge assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Official Code of Georgia and the Georgia Juvenile Proceedings Code. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative, and clerical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to provide supervisory, administrative, and clerical support for the work of the Juvenile Court. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, law enforcement agencies, state agency representatives, mental health personnel, members of the Board of Education, other court personnel, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Deputy Clerk – Juvenile (2), Deputy Clerk II – Juvenile (1), and Deputy Clerk I – Juvenile (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

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

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.