



WASHINGTON COUNTY

Job Description – Deputy Circuit Clerk I

Date Revised: September 2011

DEPUTY CIRCUIT CLERK I

Job Code: 6
Exempt: No
Safety Classification: Non Safety
Department: Circuit Clerk
Reports To: Circuit Clerk, Chief Deputy Clerk, Data Supervisor
Location: Washington County Courthouse

SUMMARY:

Under the direction of the Circuit Clerk, the Deputy Circuit Clerk provides support service to the Circuit Clerk's office by providing assistance to attorneys and the general public. The incumbent performs data entry for seven (7) different courts, filing, ledger entry and typing. The incumbent provides assistance to the public in the filing of lawsuits for seven (7) different courts. Providing service to the Court in the selection of the Jury is part of this job. Records of attendance and pay-out reports must be kept. In addition, the incumbent prepares various reports, assists with telephone calls, and provides back up in the Child Support area with data entry, when necessary. Indexing, proofing and scanning of Real Estate documents are important duties of this incumbent. All functions should be performed efficiently and in accurate, timely, and professional manner as accurate data entry and records are of vital importance.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following: Other duties may be assigned.

- Perform data entry for seven (7) courts.
- Provide assistance to the public in filing of lawsuits, answering questions, etc, either on the telephone or in person.
- Provide assistance to attorneys, to include filing new lawsuits, filing of re-opens, issue summons, executions, writs of garnishment, subpoenas, notary bonds, file pleadings as they are received and make certified copies.
- Prepare Certification of Authentications for Out of State Courts.
- File for all courts to include separating court work, numbering orders, docketing pleadings and indexing by year and case number, preparing and typing summons and writs of garnishment and returning requested certified copies by mail.
- Open and set up new juvenile, criminal, civil and domestic relations files folders and instruments, file-stamp mark each instrument and abstract the information for docket



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sheets, assign petitions and orders, index new cases and pleadings and enter the data on the record. Certifying all criminal records.

- Provide assistance to attorneys, surveyors, and abstractors, complete information sheets, make copies for customers and assist them in searches for old records. Assist surveyors with plats and surveys, by making copies.
- Keep pleadings in numerical and court order for the purpose of filing in correct court files.
- Maintain accurate records and reports of Jurors for 1st through 7th Divisions Courts, when necessary.
- Call Jurors to report for duty. Call Jurors back to not report when case is settled before trial date.
- Attend Court, call attendance, help to seat the 12 person jury, swear in the Jury, swear in the witnesses.
- Prepare the list for the 1st through 7th Division Court Jurors each quarter and send to the Sheriff's Office. Prepare worksheets for the judicial department on all cases filed and terminated.
- Prepare and mail out all juror payment/information for the 1st through 6th Division Court and send to the Comptroller's office.
- Receive, index, record, certify and mail out mortgages, deeds, financing statements, releases, liens and surveys and other instrument that are recorded.
- Fill out divorce coupons with the case number, plaintiff and defendant's names that are filing, date married, and when the divorce is final. Mail to the state for recording.
- Proof read all computer entries ensuring accurate entry. Make corrections, as necessary.
- Filing pleadings into case files for 6 divisions of case files. Insure that all juvenile records are maintained in a "confidential" manner and information relating to a juvenile is not released except to authorized persons.
- Maintain DD214's in a "confidential" manner and not release to anyone except an authorized person.
- Scan Real Estate, misc. judgments, bonds, Lis pendens, plats, etc into the system to be viewed by public. Proof new case files in Court records.
- Create CD's of all records.
- Do Internet billing and posting of payments.
- File process servers packets, sent to judge for signature and index names.
- File, sign and seal Appeal transcripts for court reporter to sent to Supreme Court. Index and check out appeals to individuals. Maintain and destroy at proper time.
- Billing of faxed documents. Maintain First Appearance Proceeding documents.
- Prepare Commitment papers for Sheriff's Department.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or



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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE-GENERAL:

The incumbent should possess good typing, strong computer skills; excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

EDUCATION:

Minimum of high school diploma or general education degree (GED); two (2) years previous office experience; and general knowledge of legal and real estate terminology. Must have knowledge of computer system. Must be able to speak in front of people to perform Jury selection.

INITIATIVE & INGENUITY:

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of documents filed on a daily basis. The incumbent must be capable of making decisions on proper indexing without direction from others. They must be able to think quickly and effectually to research information for the customer.

MENTAL DEMAND:

Must be able to concentrate on a high level. The incumbent must be able to multi task at a moment's notice.

ANALYTICAL ABILITY/PROBLEM SOLVING:

The individual requires continuous attention to details. They must have the ability to second guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

RESPONSIBILITY FOR FUNDS:

Money passes through the incumbent's hands on a daily basis. It is their responsible to accurately collect and receipt filing fees and payments of fines.

RESPONSIBILITY FOR ACCURACY:

The individual in this position must possess above average computer skills and above average accuracy in data entry. The data input effects decisions made in the court system.

ACCOUNTABILITIES:

The incumbent is accountable not only to the Circuit Clerk's office but to the public as a whole. They are accountable to the court system, property owners, abstractors, lending institution. One error in data entry would be monumental to an individual's life. This involves Real Estate, Domestic Relations, Child Support, Civil suits, Juveniles and Criminal actions.



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CONTACTS WITH PUBLIC:

Deputy Clerks' have contact with the public constantly. Whether it is in their capacity as Jury trial clerk, their daily job as office clerk or by way of telephone, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person- to- person and small group situations with customer, clients, general public.

CONTACTS WITH EMPLOYEES:

The incumbents must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

MACHINE-COMPUTER OPERATIONS:

The incumbent should possess good typing, strong computer skills.

The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

WORKING CONDITIONS:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle or feel objects. Also, the employee must occasionally reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.



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SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____