

WASHINGTON COUNTY
CIRCUIT CLERK'S OFFICE
POSITION DESCRIPTION

Job Title	Deputy Circuit Clerk I
Department	Circuit Clerk
FLSA Status	Non-Exempt
Supervisors	Circuit Clerk; Chief Deputy Clerk; Asst. Chief Deputy Clerk
Revised	May 2026

POSITION SUMMARY

Under the administrative direction of the Circuit Clerk, Chief Deputy Clerk, and Asst. Chief Deputy Clerk, the Deputy Circuit Clerk I provides clerical and administrative support services to the Circuit Clerk's Office for all eight (8) judicial divisions of Washington County Circuit Court. Core responsibilities encompass case management data entry, public counter and telephone assistance, legal document processing, real estate instrument recording, jury management, and confidential records administration. All functions shall be executed with accuracy, timeliness, and strict adherence to Arkansas court rules, applicable statutes, and county policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are common unless otherwise noted. Additional duties may be assigned by the Circuit Clerk.

A. Case Management and Court Filing

1. Perform data entry for all eight (8) divisions of Washington County Circuit Court into the court's case management system, ensuring accurate docketing of pleadings, orders, and judgments in compliance with applicable Administrative Office of the Courts (AOC) standards.
2. Open and configure new case files for juvenile, criminal, civil, and domestic relations matters: file-stamp each instrument, abstract relevant information onto docket sheets, and index all new cases and subsequent pleadings per court rules.
3. Receive, index, and file pleadings in proper numerical and divisional order across all eight (8) divisions; return certified copies via mail as requested.
4. Process summons, writs of garnishment, subpoenas, executions, and notary bonds; issue and file same upon receipt of authorizing orders.
5. File process server packets; transmit to the presiding judge for signature; index parties by name.
6. File, sign, seal, and maintain appeal transcripts for court reporters transmitting records to the Arkansas Supreme Court; index appeals; track check-out; and effectuate destruction per the applicable records retention schedule.

7. Prepare Certifications of Authentication for out-of-state courts.
8. Prepare reports for transmittal to the Washington County Sheriff's Department.
9. Enter and provide statistics for the judicial department on all cases filed and terminated each reporting period.

B. Public Counter Services and Attorney Assistance

10. Provide prompt, courteous, and accurate assistance to the general public and members of the bar at the counter, via telephone, and email, including guidance on the filing of new lawsuits, re-opens, and ancillary legal documents.
11. Assist attorneys, abstractors, surveyors, and title examiners in conducting searches of historic court records; complete information sheets; produce certified copies.
12. Assist surveyors with retrieval and copying of plats and survey instruments on file.
13. Process filing fees and fine payments; accurately collect and receipt all monetary transactions passing through the clerk's office on a daily basis (volume in excess of \$100,000 per month).
14. Process Internet billing and post corresponding payments to the document management system.
15. Process and bill faxed document submissions; maintain First Appearance Proceeding documentation.

C. Real Estate and Land Records

16. Receive, index, record, certify, and return by mail all instruments presented for recording, including mortgages, warranty and quitclaim deeds, financing statements (UCCs), releases, mechanic's liens, lis pendens notices, and surveys.
17. Scan real estate instruments, miscellaneous judgments, bonds, lis pendens, and plats into the document management system for public access via the county's online portal; proof all newly created case file entries in the court records system.
18. Complete and transmit divorce dissolution coupons to the Arkansas Department of Health per, recording case number, party names, date of marriage, and date of decree.
19. Perform all duties of the Real Estate Desk, Land Records Indexing, and Land Document Scanning functions in a backup/coverage capacity.

D. Jury Management

20. Compile and transmit the quarterly juror pool list for the 1st through 8th Division Courts to the Washington County Sheriff's Office.
21. Issue juror summons and notify jurors of reporting obligations; notify jurors of cancellations when cases settle prior to trial.
22. Attend court proceedings as directed; call roll; facilitate seating of the 12-person jury; administer oaths to jurors and witnesses.
23. Maintain attendance records and payout reports for all jurors.
24. Prepare and mail juror compensation/information packets for the applicable divisions and forward to the County Comptroller's office.

E. Records Management and Quality Control

25. Proofread all data entries upon completion; identify and correct errors prior to finalization; maintain a continuous accuracy verification workflow.
26. Maintain all juvenile court records in strict confidentiality; release information only to persons authorized by statute or court order.
27. Safeguard DD-214 military discharge records and release only to the veteran or authorized representative per applicable federal and state privacy statutes.
28. Certify all criminal records as required by court rules.
29. Create archival digital backups of all applicable records per the county's retention schedule.

QUALIFICATION REQUIREMENTS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent minimum knowledge, skill, and ability standards. Reasonable accommodations will be made in accordance with the Americans with Disabilities Act (ADA).

Education

- Minimum high school diploma or GED equivalent required.

Experience

- Minimum two (2) years of general office experience preferred. General knowledge of legal and real estate terminology preferred.

Knowledge, Skills, and Abilities

- Proficient keyboarding/data entry skills with above-average accuracy; experience with court case management systems preferred.
- Strong working knowledge of general office equipment: computers, multi-function copiers, and printers.
- Excellent verbal and written communication skills; ability to convey complex legal and procedural information to members of the public clearly and courteously.
- Ability to speak and project confidence before groups for purposes of jury selection, oath administration, and court proceedings.
- Working knowledge of Arkansas court rules, civil and criminal procedure, and real estate recording requirements.

Initiative and Judgment

Incumbents must be self-directed and capable of maintaining production volume without continuous supervision. Incumbents must exercise independent judgment in real estate filings, document indexing, and scanning functions, and must be capable of assuming cross-functional responsibilities with minimal transition time.

Analytical Ability / Problem Solving

Requires continuous attention to detail and the ability to research and resolve issues arising from incomplete, conflicting, or erroneous information. Must apply sound judgment to carry out written, oral, or diagrammatic instructions in situations of routine and moderate complexity.

Supervisory Responsibility

- None.

Fiscal Responsibility

- Accurately collects, receipts, and accounts for filing fees and fine payments on a daily basis.
- Handles monetary transactions in excess of \$100,000 per month across multiple departmental functions; accountable for accurate receipting and reconciliation in all covered roles.

Accountability

Incumbents are accountable to the Circuit Clerk's Office, the court system, Washington County property owners, abstractors, and lending institutions. Errors in data entry or document recording may have material consequences for case outcomes, property ownership chains, judgment liens, UCC filings, and individual credit standing.

WORKING CONDITIONS

Work Environment

Work is performed in a standard government office environment. The noise level is typically moderate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Physical Demands

- Frequent: Sitting for extended periods; talking and hearing; fine motor use of hands and fingers for keyboard and document operation.
- Occasional: Standing; walking; reaching with hands and arms.
- Vision: Requires close-distance vision with the ability to read and interpret small-font numerals and letters on reduced-scale document copies.
- Lifting: Must be able to lift and move up to 25 lbs. occasionally

ACKNOWLEDGMENT

I have read and understand the requirements of this position description.

Employee Signature / Date

Circuit Clerk / Supervisor Signature / Date