

The Deputy Clerk of District Court is responsible for performing and assisting other court personnel in duties associated with case management activities of criminal, civil, traffic, or other cases before the district court from initial filing to final disposition.

MAJOR RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Performs court operations involved in the scheduling, handling, and preparing of court calendars in accordance with the directives of the presiding judge.
- Receives and reviews incoming documents to determine conformity to court procedures, laws, and rules. Routes documents to proper offices and persons.
- Assigns case numbers and randomly assigns judges to cases in accordance with court procedures.
- Performs data entry of incoming documents, case proceedings, and dispositions. Processes court orders, notices, and reports in accordance with office routines and established procedures.
- Receives and records all fees, fines, bonds, restitution, or other receipts submitted to the Clerk of Courts Office.
- Receives, answers, and routes telephone calls to appropriate parties. Provides assistance to the public in their requests or information that does not involve legal advice, confidentiality, or right-to-know laws.
- Implements court procedures and rules and provides courtroom assistance, as directed by the Clerk of Court. Retrieves and organizes files daily for each judge attending court.
- Searches criminal, civil, traffic, and judgment records.
- Performs other duties of a comparable level or type.

MINIMUM QUALIFICATIONS & CERTIFICATION OR LICENSING REQUIREMENTS:

Requires a high school diploma and previous office experience.

KNOWLEDGE, SKILL, & PHYSICAL REQUIREMENTS:

Knowledge Requirements:

- Knowledge of general office equipment, software, and general office procedures.
- Knowledge of grammar.
- Knowledge and understanding of legal terminology, court documents, court routines and operations.
- Basic knowledge of word processing, database management software, and spreadsheet applications.
- Knowledge of office etiquette.
- Knowledge of general laws, rules, policies, and procedures pertaining to the court.

Skill Requirements:

- Interpersonal and customer service skills adaptable to a diverse range of individuals. .
- Skilled in reading and understanding statutes and legal procedures/terminology.
- Written communication skills to prepare reports, memos, and letters.
- Strong record-keeping skills.
- Prioritization skills to process court documents in a timely manner.
- Skilled in the use of word processing, electronic spreadsheet, database, and specialized court/case management software.

Physical Requirements:

- The essential functions of the job typically require: sitting, stooping, kneeling, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Physical requirements can typically be characterized as **Light:** Work involves exerting up to 20 lbs. of force occasionally, and/or lifting up to 30 lbs. of weight.