

### **GENERAL POSITION SUMMARY:**

The **Deputy Court Clerk** performs a variety of clerical assignments related to the work of the Municipal Court under the supervision of the Court Administrator. The purpose of the position is to assist with court preparation activities.

### **ESSENTIAL JOB FUNCTIONS:**

1. Accept cash bonds, appeals bonds and pleas of guilty; refunds bond money or re-distributes; maintains records of bond forfeitures.
2. Places case files, complaints, warrants, pleadings, orders and other court documents in numerical order and files them in respective dockets or case files.
3. Ensure all cash receipts and online transactions are properly credited and deposited in the appropriate financial institution by daily reports and monthly reports. Prepares a monthly report of monies collected.
4. Perform docketing such as posting uniform traffic citations, returns for witness subpoenas, summons, executions, etc., to case action summaries.
5. Enter into computer a variety of legal information such as court dockets, summons, subpoenas, notices, etc., and non-legal reports and trial dockets.
6. Provide general information to the public, attorneys, and judges which may involve referring to calendars, indexes, case files, and trial or motion dockets; collects monies for fines.
7. Prepare warrants for arrest, failure to appear, summons and subpoenas; prepares documents for settlement of outstanding warrants.
8. Assist the judge in courts; provides information to attorneys concerning court rules and procedures; issues warrants and assists in preparing court docket.
9. Require regular and prompt attendance plus the ability to work well with others and work well as a team.
10. Courteous interaction with public is a necessity in this position and is expected when dealing with the public.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of court rules and procedures and statutory provisions relating to area of responsibility.
2. Knowledge of modern office practices, procedures, and equipment.
3. Ability to type accurately as required at a reasonable working rate of speed and to make computations and tabulations accurately.
4. Ability to effectively communicate with the public both in person and over the telephone.
5. Ability to coordinate work processes for scanning, indexing, storing and retrieving documents.
6. Ability to demonstrate good use of judgment and demonstrate the ability to properly deal with confidential matters.
7. Ability to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities.
8. Ability to be bonded.

### **EDUCATION AND/OR EXPERIENCE REQUIRED:**

Must possess a high school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education; or any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.

Must possess a valid driver's license and acceptable MVR.

#### **Preferred:**

Associate's degree in business administration with two years of administrative experience, or any equivalent combination of training and experience.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed in an office setting. Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, office supplies, and file folders.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the City and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

The City of Pearl, is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer. Candidates are considered for employment with the City, without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status or other classification protected by applicable federal, state or local law.

A drug screen is required for this position.