

TITLE: Chief Deputy Clerk

CSC/2

DEPARTMENT: Clerk of Superior Court, Fayette County

JOB SUMMARY: This position provides administrative and supervisory support for the operations of the Superior and State Courts.

MAJOR DUTIES:

- o Oversees the operations of the Civil Division of Superior Court; directs and supervises the work of court staff.
- o Assists in jury management programs and services.
- o Enforces office policies, procedures, and programs; reviews and evaluates employee performance; disciplines personnel.
- o Updates master data based lists; assists in administering payroll and human resource policies; oversees bookkeeping and bank deposits; reconciles bank statements; oversees maintenance of office equipment; oversees mail sorting and distribution; assists with compiling annual operating budget and monitors budget expenditures.
- o Coordinates the schedules of judge, law enforcement officers, attorneys, and other county departments to corroborate with the services of the court; responds to inquiries and complaints from the general public and related officers of the court regarding court procedures.
- o Scans documents; checks scanned images for completeness and image quality.
- o Determines criteria regarding court calendars; oversees and reviews preparation of court and legal documents in deference to the Uniform Rules of the Court, Georgia Law, Judges Orders, local rules, and established office procedures and policies; ensures all forms and reports are accurate and complete; verifies the validity of judgments and orders for judges' signatures.
- o Reads, researches, and interprets new and existing laws affecting the court and implements policies and procedures for new laws; enforces accounting guidelines as mandated by laws and county policies; confers with outside auditor on any exceptions including receipts, deposits, and bank statement reconciliations; attends department head meetings and advisory committee meetings.
- o Directs and manages functions concerned with administration and operation of the court; oversees technical and statistical reports, data that is distributed for publication and augmentation of material from rough draft or verbal instructions.
- o Maintains records of court approved retention schedule.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office procedures and policies.
- o Knowledge of legal documents.
- o Knowledge of the principles and practices of records management.
- o Knowledge of computers and job related software programs.
- o Knowledge and skill of generally accepted accounting principles.
- o Knowledge and skill of court policies and procedures.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Courts Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include the Official Code of Georgia, judges' orders, GSCCCA rule and regulations, indexing standards, software manuals, the Disaster Recovery Manual, GCIC rules, the Notary Public Handbook, and the Clerks Reference Manual. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and administrative duties. Strict regulations and schedules, frequent interruptions, and the variety and volume of tasks contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide supervisory and administrative support for the work of the Superior and State Courts. Success in this position contributes to the efficiency and effectiveness of court operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, judges, other court personnel, attorneys, elected and appointed officials, bank representatives, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light and occasionally heavy objects, and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office, courtroom or vault. The employee may be exposed to dirt and dust.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over assigned personnel.

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. Possession of or ability to become a Notary Public and to take Oath of Office.

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

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.