

TITLE: Deputy Clerk I – Civil

CSC/9

DEPARTMENT: Clerk of Superior Court, Fayette County

JOB SUMMARY: This position performs clerical duties in support of the work of the Civil Division.

MAJOR DUTIES:

- o Assists the general public, legal assistants, and attorneys; helps with certified copies, trade names, notary applications, and subpoenas; receipts fees.
- o Enters data and scans legal documents, including court orders, complaints, summons, notice of hearings, vital records form, and others.
- o Ensures the proper distribution of monies to beneficiaries of the court.
- o Processes incoming and outgoing mail; rejects or accepts documents; processes and file stamps legal documents.
- o Schedules court hearings.
- o Files pleadings into the correct case files; returns files used by public; pulls files from vault for court hearings, judges, and others.
- o Scans documents; checks scanned images for completeness and image quality.
- o Attends court session for jury trials, bench trials, motions, and special hearings.
- o Assists with jury selection in court; collects and disposes of jury notes.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office procedures and policies.
- o Knowledge of the principles and practices of records management.
- o Knowledge of computers and job related software programs.
- o Knowledge of legal terminology.
- o Knowledge of court operations and procedures.
- o Skill in public and interpersonal relations.

- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Chief Deputy Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Official Code of Georgia, Superior Court rules, court rules, office policy, and indexing standards. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related clerical duties. The variety of tasks contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide clerical support for the work of the Civil Division. Success in this position contributes to the efficiency and effectiveness of division operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, judges, other court personnel, attorneys, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

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

**WORK ENVIRONMENT:** The work is typically performed in an office, courtroom or vault.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**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 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 Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.