

TITLE: Senior Deputy Clerk - Juvenile

JC/2

DEPARTMENT: Juvenile Court, Fayette County

JOB SUMMARY: This position performs administrative and clerical duties in support of the work of the Juvenile Court.

MAJOR DUTIES:

- o Prepares paperwork for delinquent court; coordinates schedules with lawyers, judges, court security, District Attorney, public defenders, and the Department of Juvenile Justice; arranges for transportation of juveniles to court; gathers information in the preparation of witness lists; generates calendars, summons, and subpoenas.
- o Prepares audio recordings of delinquent and traffic court proceedings; prepares orders for judge's signature; retrieves juveniles' delinquent, payment, and community service histories.
- o Dockets cases and records dispositions; prepares reports as needed; closes cases by entering dispositions and notes.
- o Gathers and shares information with the public, attorneys, law enforcement officers, and other agencies by telephone and in person; explains court procedures to the public.
- o Prepare and revises, as directed by judges, probation and transfer orders; prepares certifications and other correspondence required for transfer to other courts.
- o Reconciles monthly bank statements and check register for traffic fines; prepares monthly reports; prepares checks for various fund recipients; prepares payroll.
- o Initiates letters to parents of juveniles in regards to traffic citations.
- o Enters information for traffic, deprivation, delinquent, and unruly offenses into JCATS.
- o Submits community service information to the community service supervisor.
- o Orders office supplies.
- o Registers staff for training; attends training.
- o Gathers statistics and develops charts, graphs, and reports.
- 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 Juvenile Court rules and regulations.
- 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 Clerk of Juvenile Court 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 and the Georgia Juvenile Proceedings Code. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative and clerical duties. Strict regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative and clerical support for the work of the Juvenile Court. Success in this position contributes to the efficiency and effectiveness of court operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, law enforcement agencies, state agency representatives, mental health personnel, members of the Board of Education, other court personnel, and members of the general public.

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

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

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over Deputy Clerk II – Juvenile (1) and Deputy Clerk I – Juvenile (1) in the absence of the Clerk of Juvenile Court.

**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.

**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 specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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.