

TITLE: Chief Deputy Clerk

MC/1

DEPARTMENT: Magistrate Court, Fayette County

JOB SUMMARY: This position performs management, supervisory, administrative, and clerical duties in support of the work of the Magistrate Court.

MAJOR DUTIES:

- o Supervises and coordinates the work of court staff; plans, schedules, monitors, and participates in office operations; establishes and enforces office policy, procedures, and programs; instructs and trains personnel in correct methods and procedures; reviews and evaluates employee performance; conducts staff meetings.
- o Plans, organizes, and manages all activities related to the administration and operation of the court; reviews court documents for compliance with court policies and procedures and state requirements; prepares summons, subpoenas, press releases, and other court related documents.
- o Prepares annual operating budget; orders and verifies receipts for purchase of supplies and equipment; sets up and maintains equipment and contracts; administers payroll records; monitors and controls expenditures within approved budget and ensures all expenditures are in compliance with county purchasing policies; prepares monthly reports and disbursement of funds to appropriate agencies.
- o Prepares and processes court cases; ensures all materials are complete, accurate, and in compliance with Georgia law and court policies and procedures; prepares judgments and orders for judges' approval and signature.
- o Maintains and updates professional knowledge; reads new laws affecting court; attends training programs, seminars, workshops, and department head staff meetings.
- o Conducts paralegal research for judges and court operation.
- o Coordinates schedules for judges and courts with other court clerks.
- o Attends department head staff meetings and serves on mandate committees as court representative.
- o Performs administrative duties for Judicial Council funding.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of relevant state laws and court policies and procedures.

- o Knowledge of standard management and supervisory practices.
- o Knowledge of the principles and practices of records management.
- o Knowledge of county fiscal and budgeting policies and procedures, as well as laws and regulations governing the procurement of goods and services.
- 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 Chief Magistrate assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include state laws and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, supervisory, administrative, and clerical duties. The volume of work contributes to the complexity of the position.

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

PERSONAL CONTACTS: Contacts are typically with judges, attorneys, landlords, tenants, business owners, law enforcement officers, state officials, other county personnel, legislators, 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 justify, defend, negotiate, or settle matters.

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

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Senior Deputy Clerk – Magistrate (2), Constable (1), Deputy Clerk II – Magistrate (1), and Deputy Clerk I – Magistrate (1).

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 baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.