

TITLE: Senior Deputy Clerk - Magistrate

MC/2

DEPARTMENT: Magistrate Court, Fayette County

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

MAJOR DUTIES:

- o Coordinates and manages the work of the Civil Division of the Magistrate Court; oversees the work of office staff.
- o Performs the duties of the Chief Deputy Clerk in his or her absence.
- o Trains personnel in correct procedures and assists with difficult or unusual situations.
- o Prepares and processes court cases and appeals; insures accuracy and compliance with state law.
- o Schedules court sessions; coordinates schedules for judges, attorneys, and citizens and advises of trial dates; creates calendars for judges.
- o Serves as clerk of civil trials and hearings.
- o Prepares judgments and orders for judges' signatures; researches laws for judges.
- o Operates computer to enter case information, dispositions, records, legal documents, and data related to the court.
- o Compiles and types a variety of documents, technical and statistical reports, data, and legal forms.
- o Receives, receipts, deposits, and accounts for fees, costs, and garnishments; disburses garnishment payments from escrow account to plaintiffs.
- o Assists with special recurring departmental projects.
- o Prepares payroll as needed.
- o Assists attorneys, citizens, and the general public in person or by phone.
- o Maintains and updates professional knowledge; reads new laws affecting court; attends training programs, seminars and workshops.
- 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 supervisory practices.
- o Knowledge of the principles and practices of records management.
- 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 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, the Magistrate Court Bench Book, and the Georgia Magistrate Court Guide. These guidelines are generally clear and specific, but may require some interpretation in application.

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

**SCOPE AND EFFECT:** The purpose of this position is to provide supervisory, administrative, and clerical support for the work of the Civil Division 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, plaintiffs, defendants, and garnishees.

**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, or stooping. The employee occasionally lifts light objects.

Senior Deputy Clerk - Magistrate, Magistrate Court

Page 3

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional supervision over Constable (1), Deputy Clerk III – Magistrate (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 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.

HIPAA