

TITLE: Chief Deputy Clerk

SC/1

DEPARTMENT: State Court, Fayette County

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

MAJOR DUTIES:

- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel; informs personnel of changes to policies or procedures; prepares payroll; schedules vacations and leave time.
- o Transmits depositions to GCIC and DDS.
- o Records accurately each plea for warrants, sentences and citations to transmit to DDS or GCIC for driving histories and criminal backgrounds.
- o Opens new traffic, ordinance, criminal, and civil cases; receives citations and warrants from local agencies; logs in warrants and citations before transfer to the Solicitor's Office; stamps new accusations, warrants, and citations; sets up new cases in computer; processes all filings; schedules arraignment dates; prepares Sheriff's Entry of Service for civil cases.
- o Assists in the courtroom; prepares cases for court sessions; completes paperwork for schedules pleas; prepares and witnesses license suspensions; receives filings from attorneys; reschedules or sets up court dates and hearings; records requests for bench warrants and failure to appear notices; prepares bench warrant dismissals; assists with jury selections and assists judge during trial.
- o Schedules court dates; prepares calendars; distributes calendars; distributes calendars to all court personnel and attorneys; mails notices to defendants, bondsmen, and attorneys; prepares witness subpoenas for the Solicitor's office; accepts and records attorney conflicts; reschedules any continuances or conflicts.
- o Closes cases in the computer and prepares for transmitting; processes license suspensions and sends to DDS with license; scans all disposition paperwork into computer; publishes DUI photographs in local newspapers; prepares refund paperwork for cash bonds.
- o Certifies documents; notarizes documents; issues subpoenas; helps defendants with GCIC and DDS problems, changes, or discrepancies; answers phone calls and assist visitors at the front counter with court dates, fines, directions, and general questions.

- o Receipts cash bond funds from arresting agencies; receipts fine payments, bench warrant fees, failure to appear fees, and court costs; refunds cash bond money to bondsmen; posts bond forfeiture funds; balances daily receipts and prepares for bookkeeper ensuring that all State Court clerks are balanced daily.
- o Sets up probation revocation cases; processes first offender discharges and adjudications to be transmitted to GCIC for background histories.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of office procedures and policies.
- o Knowledge of Court Clerk position requirements.
- o Knowledge of the principles and practices of records management.
- o Knowledge of computers and job related software programs.
- o Knowledge of State 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 Administrative Assistant to the Clerk of Superior 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, the Notary Public Manual, OCGA Codes Sections, Superior Court Rules and Reference Manual, GECPS and DDS Guidelines, the safety manual, judges requirements and court orders. These guidelines are generally clear and specific, but may require some interpretation in application.

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**COMPLEXITY:** The work consists of varied supervisory, administrative, and clerical duties. Frequent changes to 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 State Court. Success in this position contributes to the efficiency and effectiveness of court operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other court personnel, judges, attorneys, probation officers, law enforcement personnel, defendants, 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, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity.

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

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Deputy Court Clerk III – State Court (1), Deputy Court Clerk II – State Court (2), and Deputy Court Clerk I – State Court (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

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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.