

TITLE: Deputy Clerk III – State Court

SC/2

DEPARTMENT: State Court, Fayette County

JOB SUMMARY: This position performs administrative and clerical duties in support of the work of the State Court. This position oversees the functions of the Civil Division of the State Court and jury management for both Superior and State Court.

MAJOR DUTIES:

- o Manages all civil cases in State Court; receipts, processes, enters, scans, schedules, notifies, closes, and records civil filings.
- o Manages jurors for the State and Superior Courts; summons and schedules jurors; supervises jurors as they await court instructions; issues paychecks; prepares accurate lists for courtrooms, judges, and attorneys; assembles and escorts jurors in and out of courtroom.
- o Answers phone calls, responds to correspondence, and assists visitors; makes copies and collects payments of fines.
- o Prepares and distributes calendars; posts calendars for public information; mails to attorneys and other interested parties.
- o Receipts garnishments and registry payments, civil filing fees, and miscellaneous payments; reconciles payments to financial reports; forwards funds to bookkeeper; provides Finance Department with juror payment information.
- o Serves as Senior Deputy Clerk in the absence of the same.
- o Assists in the courtroom; strikes juries; maintains custody of clerk's files and accompanying files; completes required forms and documents; retrieves documents from Judge's library; ensures Probation Officers have received proper documents.
- 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 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 Senior 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; court orders; Superior Court Clerk Rules and Reference Manuals; indexing standards; the Jury Commissioners Handbook; and Notary Public Handbook. 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 and deadlines 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 State Court. Success in this position contributes to the efficiency and effectiveness of court operations.

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

**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, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

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

Deputy Clerk III – State Court, State Court  
Page 3

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over Deputy Court Clerk II – State Court (2), and Deputy Court Clerk I – State Court (1) in the absence of the Senior Deputy Clerk.

**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 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.