



## Deputy Clerk I Juvenile Court

JC/5-302

### JOB SUMMARY

This position performs clerical duties in support of the work of the Juvenile Court.

### MAJOR DUTIES

1. Answers telephone and greets visitors; provides information and assistance; takes messages; transfers calls to appropriate personnel.
2. Receives payments for fines, copy fees, and related charges.
3. Retrieves reports and copies files for attorneys.
4. Maintains files of legal records.
5. Inputs and retrieves data.
6. Sorts and distributes mail.
7. Schedules work orders for copy machines; reports monthly copy count.
8. Receives and processes juvenile complaints; assigns case numbers; enters complaints into the computer; sends copies to the Department of Juvenile Justice; prepares folders and maintains files.
9. Receives, reviews, and date stamps documents; collects payments for restitution, supervisory fees, and traffic tickets; assists with military requests for juvenile history; assists with background checks; prepares court attendance excuse letters; prepares court-related documents as required; provides copies of official court documents.
10. Attends Judicial Citizen Review panels and provides back-up to the Clerk as needed.
11. Assists the Clerk as needed in the handling of Dependency, Custody, and Guardianship cases.
12. Prepares Discovery for attorneys in all Delinquency and CHINS cases.
13. Attends the child Protocol/MDT meetings and provides updates as needed.
14. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of office procedures and policies.
2. Knowledge of the principles and practices of records management.
3. Knowledge of computers and job related software programs.
4. Knowledge of Juvenile Court rules and regulations.
5. Skill in public and interpersonal relations.
6. 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/SCOPE OF WORK

- The work consists of related clerical duties. Strict regulations contribute to the complexity of the position.
- 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.

## **CONTACTS**

- Contacts are typically with co-workers, law enforcement agencies, state agency representatives, probation officers, medical personnel, military recruiters, other court personnel, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; or provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 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.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **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**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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.