

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DEPUTY CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical work, assist the public, and process documentation associated with the Probate Court, Superior Court, Magistrate Court, or other assigned area.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes a variety of documentation associated with court/department operations, within designated timeframes and per established procedures.

Performs customer service functions by telephone, by mail, and in person; provides information/assistance regarding court/department activities, services, procedures, documentation, fees, case status/disposition, or other issues; distributes forms and documentation; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution.

Receives moneys in payment of citations, fees, fines, legal records, filing of cases, certified copies, garnishments, or other fees/services in person or by mail; calculates appropriate fees; records transactions and issues receipts; enters payments and disposition into computer; tallies revenues for general account, escrow account, or trust account; prepares bank deposits and forwards as appropriate; assists in distributing funds to appropriate departments, individuals, or agencies.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, court system, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Provides clerical support for assigned court and Judges.

Attends court sessions, hearings, and trials and assists Judges, Clerk, or attorneys in court; retrieves case files, prepares case documentation for use in court, and transports files to court on court dates; administers oaths to witnesses.

Types, prepares, or completes various forms, reports, correspondence, daily reports, monthly reports, licenses, certificates, calendars, court dockets, index books, court orders, billing statements, ledger sheets, spreadsheets, or other documents.

Receives various forms, reports, correspondence, payments, citations, license applications, court orders, court documents, civil documents, criminal warrants, real estate plats, liens, court dockets, minute books, index books, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains file system of various records for the court/department; compiles documentation; sorts/organizes documents and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Conducts research of department files, court/legal records, database records, hardcopy materials, Internet sites, or other sources as needed.

Monitors inventory of department equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, sorting/distributing incoming mail, opening/processing mail, or processing outgoing mail.

Communicates with supervisor, employees, other departments, law enforcement personnel, Judges, court personnel, attorneys, merchants, landlords, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Assignment to Magistrate Court may involve the following additional tasks:

Processes criminal case documentation for Magistrate Court; prepares fraud warrants and fraud citations; assigns court dates; enters case data into computer and in docket books; prepares subpoenas for witnesses to appear in court; contacts attorneys to set up court dates; mails/faxes defendant files, notices, and related documentation to attorneys; sends copies of warrant releases, orders, hearing notices, and related documentation to jail; prepares pre-warrant hearings, committal hearings, arraignments, and trails; prepares court dockets for criminal court and maintains criminal court docket book; prepares misdemeanor warrants and felony warrants.

Assists the public in filing suits or bringing criminal actions in Magistrate Court; explains legal forms and procedures; prepares weekly reports of new warrants; makes copies of new warrants; sends reports of each new warrant to District Attorney's Office; explains sentences to individuals sentenced under Magistrate Court and establishes schedule of payments and/or days they are required to report in; tracks sentenced defendants who remain under direct supervision of Magistrate Court as part of their sentence; completes OBTS reports of cases tried in Magistrate Court for submittal to Georgia Criminal Information Center (GCIC); prepares bench warrants or Rule NISI forms on individuals not reporting as scheduled in their sentence; sends case file documents to Superior Court and attorneys for case transfers to Superior Court.

Assists the public in preparing and filing small claims, dispossessories, foreclosures, garnishments, and trover actions; enters new claims into computer; prepares entry service papers for sheriff service, and mails returned service papers to plaintiffs; enters requests for judgments; prepares judgments for signature by Judge; prepares and enters bankruptcy stays; docket files numbered on paper and in computer; writes monthly checks for plaintiffs and enters disbursements into system; assigns court dates, prepares hearing notices, and mails notices to defendants, plaintiffs, and attorneys; enters default dates into computer upon return of service papers; mails letters of default to plaintiffs; prepares motions for dismissals, fifa's, judgments, and writs; files post judgment interrogatories and prepares service papers; mails consent judgment letters to plaintiffs for defendants' attempts to reach agreement; files abandoned vehicles.

Assignment to Probate Court may involve the following additional tasks:

Processes traffic citations; enters citations into computer; collects payments for traffic fines.

Maintains County birth records and death records; submits death certificates to State capital; issues certified copies of birth/death records.

Processes applications for marriage licenses and firearm licenses; reviews application forms and supporting documentation; makes fingerprint records of applicants for firearm licenses; prepares, issues, and records licenses; issues certified copies.

Processes wills presented to Probate Court; reviews documents to ensure proper completion of all information, proper signatures, accuracy of information, and presence of required supporting documentation; enters data into computer; records wills for safekeeping.

Assignment to Superior Court may involve the following additional tasks:

Files and records documentation, including property plats, liens, fi-fa's, UCC forms, child support, military discharge papers, or other documents; verifies accuracy of information; types and cancels fi-fa's; records fi-fa's on general execution docket for Georgia Department of Labor, Georgia Department of Revenue, Tax Commissioner, and Magistrate Court; records and cancels UCC forms; files public assistance and retrieves public assistance information; copies, records in minute book, and cancels hospital liens; records and satisfies IRS liens; submits invoices to IRS; prepares and issues notary certificates; scans initiation and disposition forms; copies and records documents for minute book; copies, records in minute book, and cancels lis pendens; records and indexes property plats; numbers real estate documents by book, page, and instrument numbers; cross-references real estate documents, indexes documents in computer, scans documents, and creates books; processes, labels, and returns real estate documents; submits copies of warranty deeds to Tax Assessor's Office; copies billing statements for abstractors and attorneys; records, copies, and processes child support documents; files, copies, and records adoption records; copies and mails VSF forms.

Files and records civil/criminal documentation; enters civil and criminal cases into computer; notates docket and minute book on civil case documentation received; cancels and pulls files on closed civil cases; files, copies, and records criminal documents; processes warrants and enters into computer; transfers warrants to criminal cases; processes dispositions and compiles/completes all information for criminal cases; creates civil court calendars and criminal court calendars.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving general court procedures, general office work, customer service, cashiering, basic bookkeeping, record/file maintenance, data entry, personal computer operations, and experience in court of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Operation of Georgia Crime Information Center (GCIC) system requires possession of GCIC Terminal Operator certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.