

DEPUTY CLERK OF DISTRICT COURT

This is a part-time position. Hours vary by need of the elected official and court calendar.

DESCRIPTION OF WORK

GENERAL DUTIES: Performs a variety of clerical activities of average difficulty which requires knowledge of office procedures and computer software plus excellent communication skills and the ability to help all customers with courtesy.

SUPERVISION RECEIVED: Works under general supervision of the Clerk of District Court. The person in this position sometimes works alone.

EXAMPLE OF DUTIES

This office maintains permanent legal records critical to county residents. Some are confidential. Tasks included the following:

- Receives, processes and files court documents.
- Performs courtroom duties, taking minutes, swearing in witnesses, and recording exhibits.
- Maintains a close, cooperative working relationship with the Clerk, Chief Deputy, District Court Judge, Judicial Assistant, Court reporter, Justice Court personnel and other county employees.
- Has the ability to handle stressful situations.
- Prepares correspondence, forms, and other material.
- Performs receptionist duties by answering the telephone, greeting the public, answering questions, receiving money.
- Operates office machines such as computer, typewriter, copier, adding machine and scanner.
- General Knowledge of Computer Software programs; Word, Excel, and Full Court.
- Must meet screening requirements to become certified by the U.S. Department of State to process passport applications.

MINIMUM QUALIFICATIONS

- Willingness to learn and follow all laws related to the offices of the Clerk of District Court.
- Ability to maintain confidential information.
- Ability to understand and follow written and oral instructions.
- Ability to learn court policies, procedures, documents, and terminology affecting the office.
- Knowledge of Microsoft Office software and the ability to learn court-specific software.
- Proficient typing, writing, grammar, and other communication skills.

- Knowledge of basic financial record-keeping.
- Willingness to accept varied work assignments.

EDUCATION & EXPERIENCE

- High school diploma or GED equivalent.
- Secretarial or professional office experience.
- Proficiency in basic office skills, computers, and customer service.

DISTINGUISHING CHARACTERISTICS

- Can research and troubleshoot problems.
- Can assist difficult clients in a professional manner.
- Can meet deadlines.
- Punctual and reliable.

ADDITIONAL REQUIREMENTS

- Ability to sit or stand for extended periods of time.
- Ability to lift boxes of stored documents weighing up to 30 pounds.
- Ability to safely use a ladder for storing and retrieving documents.
- Ability to tolerate exposure to evidence and testimony that may be unpleasant.
- Ability to professionally interact with Attorneys, defendants, witnesses, counsel and public.
- Ability to bear allergens such as perfumes, dust, and unpleasant odors such as unwashed clothing, chemicals offered into evidence and unwashed people.