

Title: Deputy Court Clerk II

PURPOSE OF CLASSIFICATION

Provides clerical support to the Superior/Magistrate and/or State Court Department. Assists the general public in person and over the phone; receives, indexes, and records court case information and legal documents; enters and updates data into department databases; provides copies of official court and legal documents to the public, courts, litigants, attorneys and other appropriate parties.

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.

Maintains paper and electronic records of all pleadings filed. Electronically receives and transmits pleadings via electronic filing portals.

Receives and date stamps court related and legal documents such as pleadings, motions, real property tax information, traffic tickets, etc.; reviews, verifies, and records required information; enters information into department databases; updates database information; makes copies and distributes to appropriate parties; maintains copies in department manual files.

Answers department telephones; greets customers and visitors; communicates with the general public, attorneys, court personnel, and various local officials; provides assistance, copies of requested documents, and information regarding department services and procedures; refers callers to other staff members as appropriate.

Assigns case numbers; schedules arraignments, hearing dates, probation petitions, rulings, ordinance citations, etc., appoints attorneys, attends court, and serves subpoenas; files affidavits and issues legal documents.

Drafts letters, emails, reports, summaries, and correspondence. Receives, dates and distributes incoming mail. Prepares outgoing mail.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED supplemented by one (1) year of clerical and/or customer service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in light to moderate work, typically involving some combination of stooping, kneeling, crouching and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12- 20 pounds) and occasionally heavy weight (20-50 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 sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Under normal conditions essential functions are usually performed without exposure to adverse environmental conditions.

Clayton 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.