



CLASS SPECIFICATION FOR:
Deputy Clerk I

General Statement of Duties:

Trains to perform varied clerical and quasi-legal work in the Clerk's Office; does related work as required.

Distinguishing Features of Class:

This is the entry-level in the Deputy Clerk series. The incumbent is taught the procedures necessary to perform the various clerical and quasi-legal tasks. As skill is gained, the incumbent will use independent judgment based upon laws, office procedures and precedent. Work may be reviewed for accuracy upon completion. The incumbent receives close supervision from the assigned Section's Deputy Clerk Supervisor; Chief Deputy Clerk or Clerk of the Court or designee.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Types orders in Chancery and Common Law and Criminal Order Books;
- Indexes order and enters on ended docket and cards, and files;
- Types and sends notices to attorneys of setting of Civil Cases at docket call;
- Pulls cases for Judges before trials and hearings;
- Determines the proper Clerk's fees, record fees and collects money for the fees;
- Receives money or checks;
- Types transcripts of records in court cases from tapes recorded in court;
- Types subpoenas and sends or mails to the Sheriff in the appropriate jurisdiction;
- Types papers such as Notices, Writs, and Interrogatories for mailing or delivery to the proper sheriff;
- Initiates suits by typing notification papers (chancery, law, garnishments, etc.) and docket criminal cases;
- Lists Deeds of Trust for the State Taxation Department;
- Answers the phone, assists attorneys and the general public and files;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of business English, punctuation, spelling and arithmetic; knowledge of office terminology, procedures and equipment, skill in typing from rough and clear copy; ability to make decisions in accordance with laws and established procedures; ability to make arithmetical computations accurately; demonstrated ability to establish and maintain good working relationships with employees and the public; ability to work under pressure; integrity; good judgment.

Minimum Education and Experience:

Education: Graduation from high school

Experience: Two (2) years of responsible clerical work experience, preferably in the legal field

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

None.

G.F.D.0012

Career Code:

Date of last Revision: 9/25/2010