

DEPUTY CLERK

GENERAL STATEMENT OF DUTIES: Performs a variety of responsible clerical tasks in the County Clerk's Office; individual is deputized to clerical actions effective; work involves the use of judgment, courtesy and tact; works under the general supervision of a first line supervisor; performs related duties as required.

STATEMENT OF TASKS:

Files case files and/or vital record documents, indexing them alphabetically or numerically;
Works as a counter clerk in the general division or the legal division assisting the public with legal documents and filings, and answering general information questions;
Receives Civil, Divorce and Criminal transactions at the counter;
Receives legal documents and prepares them for a Judge's review;
Answers the telephone giving out general information;
Receives and receipts money over the counter;
Performs specific job assignment and rotates among other assignments;
Types legal forms, reports, etc. as required;
Utilizes computers for data input and retrieval.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office terminology, procedures and equipment and of business mathematics and English;
Ability to type 40 net words per minute;
Ability to operate personal computer and related software;
Ability to understand and follow oral and written directions;
Ability to deal with the public tactfully and courteously;
Ability to make decisions in accordance with laws, regulations and established policies;
Ability to recognize alphabetical and numerical sequences;
Ability to write legibility;
Ability to attend work regularly and work under stressful conditions;
Ability to maintain good interpersonal relationships;

MINIMUM QUALIFICATIONS

One (1) year of clerical experience and ability to type 40 net w.p.m.

OR

Two (2) year degree in an area providing secretarial skills, six (6) months of clerical experience and the ability to type 40 net w.p.m.

Established: May 1, 1975

Revised: November 1, 1988

August 28, 1998


Personnel Director