

## DEPUTY DISTRICT COURT CLERK

GENERAL STATEMENT OF DUTIES: Performs responsible and varied clerical tasks which may be of a confidential nature; work involves the exercise of judgment in the application of prescribed procedures and methods; work is performed under the general direction of the Office Manager and performs related duties as required.

### STATEMENT OF TASKS:

Utilizes computers for data input and retrieval;  
Serves the public receiving cash for tickets, bonds, etc., placing cases on the court calendar and giving general information per specific guidelines;  
Answers the telephone giving out general information and routing calls to the proper person;  
Prepares case files by assigning case number, indexing paperwork, making copies of the files and verifying paperwork;  
Types legal forms including bonds, warrants, small claims, garnishments, etc;  
Files legal documents numerically and/or alphabetically;  
Receives and processes mail which may include payments making sure they are properly received.

### MAY BE REQUIRED TO:

Balance daily cash receipts and prepare bank deposits.

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;  
Knowledge of legal terminology;  
Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies;  
Ability to type accurately at 40 net words per minute;  
Ability to operate a computer and associated software;  
Ability to maintain good interpersonal relationships;  
Ability to understand and follow complex oral and written directions;  
Ability to attend work regularly and work under stressful situations.

### MINIMUM QUALIFICATIONS

One (1) year of clerical experience –OR- experience working in a District Court; **AND** the ability to type 40 net words per minute.

Date Established: May 1, 1975  
Date Revised: November 19, 1992  
Date Revised: October 20, 1998  
October 16, 2006  
January 28, 2013

  
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Human Resources Director