

Delaware County

POSITION DESCRIPTION

Title: Deputy Clerk	Department: Court Clerk's Office
Reports to: Court Clerk	FLSA Status: Non-exempt
Approval Date: November 8, 2018	Revision Date: N/A

Position Profile

Performs any duties assigned that relate to the operation of the Court Clerk's office. This includes, but not limited to, filing, answering phones, data entry, and physically pulling records. The Deputy Clerk is expected to assist with day to day operations.

Duties and Responsibilities

The Deputy Clerk must have good interpersonal skills and be able to communicate effectively and professionally, in order to exchange information. The clerk must be flexible in their work schedule and be available to work extended hours during demanding work weeks. Clerks must be able to operate automated office equipment, including but not limited to copiers, faxes, computers and printers.

Qualifications

Excellent communication skills, computer proficiency, ability to multi-task and organizational ability are required. Prefer knowledge of legal documents and the legal process.

Education and/or Experience

Prefer previous work history in an office setting. Filing and data entry experience preferred. High School Diploma/GED preferred.

Knowledge, Skills, and Abilities

Ability to:

- Read, write, speak and understand the English language.
- Multi task.
- Keep information confidential.
- Perform assigned tasks with little or no supervision.
- Follow written and verbal instructions.
- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the general public. Work well alone or within a team.
- Communicate information and suggestions in oral and written form. Prepare written documents and complete reports as required.
- Proficient with MS Office products and high accuracy keyboarding.
- Recognize and report to superior(s) problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Assists in processing payments from citizens.
- Assists in filing documents accurately.
- Performs other duties as instructed by the Court Clerk.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to an indoor office work environment. The noise level varies from light to moderate. Frequently uses personal computer system to perform job functions. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

Employee's Name (Printed)

Date

Employee's Name (Signature)

Date