

Deputy Clerk Job Description

- I. **STATEMENT:** The Deputy Clerk is responsible for filing and maintaining an accurate record of all transactions through the Juvenile Clerk of Courts Office. All monies collected through the Court will be handled through the Juvenile Clerks Office. All word/record processing is done via the Court's case management system.
- II. **QUALIFICATIONS:**
- A. High school graduate is required.
 - B. Knowledge of the criminal justice system, courts and clerk-related practices, principles, laws and operations is preferred.
 - C. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel.
 - D. Typing or keyboard ability to 50 wpm accurately.
 - E. Ability to prioritize work, perform a variety of duties and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
 - F. Ability to effectively and professionally communicate verbally and in writing to a diverse audience.
 - G. Demonstrated dependability, reliability and excellent attendance record.
 - H. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability and sound judgment.
- III. **RESPONSIBILITIES:**
- A. Case Processing (Complaints, Motions, Expungements)
 - a. Assignment of Case Numbers
 - b. Process hearing notices, summons, subpoenas, warrants
 - i. Obtain signature of Judge
 - ii. Journalize entries
 - iii. Index each entry
 - iv. Docket each entry
 - c. Disposition notice to police departments, BMV
 - d. Filing and retrieval of legal/social files
 - B. Receipt of fines and costs
 - C. Daily balancing of receipts
 - D. Daily mail pick-up and bank deposits
 - E. Appeals
 - a. Accept filing of appeals
 - b. Prepare notice and transcript to be forwarded to Court of Appeals
 - F. Daily assembly of legal files and social files
 - G. Transfer bindover cases to General Division of Common Pleas
 - H. Respond to questions from the general public
 - I. Provide public with written information regarding court programs, rights in court, etc.
 - J. Perform any other duties as deemed appropriate and proper by the Judge of the Juvenile Court, Administrator or Chief Deputy Clerk