



Lee County

Position:

Deputy Clerk

Department:

Lee County Circuit Clerk

Reports to

Lee County Circuit Clerk

Classification:

Nonexempt

Salary Level:

Part-time Position

Date:

6/20/2018

JOB DESCRIPTION

Summary/Objective:

The Deputy Clerk position provides general office support to effectively operate the department proficiently. The Deputy Clerk is also responsible for daily tasks of office operations and coding documents according to county procedures. The position accomplishes all this through a respectful, constructive and energetic style, guided by the objectives of the County and the department. The Deputy Clerk operates under the administrative supervision of the clerk of the court and assists in the processing and organizing of court documents. They also perform day-to-day clerical and administrative duties.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates computers programmed with software to record, store and analyze case load information, as required.

- Create and manage court documents.
- Handle, file and prepare a variety of legal documents.
- Generate and forward legal documents about court proceedings.
- Issue receipts for the payment of fines and fees.
- Ability to deal with the public effectively in person and on the telephone.
- Interpret and understand technical and legal documents.
- Complies with federal, state and county policies, procedures and regulations.
- Supports colleagues of the Lee County Circuit Clerk's Office in applying the Quality Assurance procedures and methodology.
- Codes documents according to county procedures.
- Undertakes other duties consistent with the purpose of the position.

Competencies:

Ability to communicate effectively with public and co-workers; prioritize work and manage regular interruptions; office equipment proficiency; ability to understand and follow oral and written instructions.

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type and Expected Hours of Work:

This is a part-time position. Typical days and hours of operations are Monday through Friday, between the hours of 8:00a.m. to 4:30p.m.

Travel:

No travel is expected for this position on a regular occurrence. However, some travel may be necessary for specialized training, should it arise.

Required Education and Experience:

High school diploma or equivalent.

Preferred Education and Experience:

Experience working with the public in an office environment.

Additional Eligibility Qualifications:

None.

Work Authorization/Security Clearance:

Background check is required for this position.

AAP/EEO Statement:

The County will comply fully with the nondiscrimination regulations set forth in relevant State and Federal laws and Executive Orders.

It is the intention of this County to provide equality and respect to all individuals in matters of service and employment. The County will also extend this policy to other agencies, institutions, and organizations that contract with the County.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Date: _____

Department Head _____

County Administrator _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____