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|-------------------|----------------|---------------------------|-------------|
| <b>JOB TITLE</b>  | Deputy Clerk   | <b>JOB CLASSIFICATION</b> | FLSA EXEMPT |
| <b>DEPARTMENT</b> | District Clerk |                           |             |
| <b>SUPERVISOR</b> | District Clerk | <b>HOURS</b>              | 40 per week |

#### **JOB SUMMARY**

Provides a variety of accurate, general, clerical and bookkeeping support work involving legal terms, pleadings, forms and procedures involving typing and/or data entry skills for the District Clerk's office in accordance with state law and departmental procedures and regulations. Also performs professional effective and efficient public service to the general public.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Follow directions from Senior Clerks;

Adhere to work schedule prepared by District Clerk, maintaining 40 hours per week;

Responsible for Greeting the public by either handling their issue or sending them to the proper clerk;

Answering the telephone;

Make copies;

Keeping copier full of paper at all times;

Filing pulled files back in order;

Before leaving for the day, take all mail to the Post Office;

When time permits; assist other clerks with any help needed.

**NOTE** The duties listed above are intended only as illustrations of types of work that are required. The omission of specific statements of duties does not exclude them from the position.

#### **MINIMUM JOB REQUIREMENTS**

##### **Skills & Knowledge**

A working knowledge of business English and spelling, typing skills and secretarial skills are required. General knowledge and experience in office practices, procedures and multifunctional tasks.

The ability to work under pressure and with irrational customers;

Must have legible penmanship;

Requires organizing, prioritizing, accuracy and attention to detail, flexibility in order to perform a variety of duties, performing routine repetitive duties, working in high volume environment, working with money, occasional irregular hours and/or overtime.

Ability to maintain complete and accurate records; work independently; prepare clear and concise records; tactfully relate to clients when responding to requests or inquires and maintain confidentiality.

Maintain mental capacity enabling one to make sound decisions.

Effectively handle a work environment and conditions which involve working closely with others and handling a multi-task environment.

##### **Physical Demands**

Physical requirements include lifting/carrying 5-10 lbs. frequently with occasional lifting up to 40 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity to operate a computer keyboard and basic office equipment. Subject to sitting, standing, walking, climbing a 4 foot ladder, reaching and handling to perform the essential functions.

##### **Mental Capacity**

Mental requirements that may include the following: using good judgement and making sound decisions; demonstrating intellectual capabilities; answering questions; dealing with customers which could include difficult situations and the ability to communicate verbally and over the telephone.

##### **Special Requirements**

Acts in the name of the District Clerk and shall perform all official duties as may be lawfully done and performed by such Clerk in person. Must be bondable.

\*\*\*MUST BE ABLE TO PASS BACKGROUND CHECK, EMPLOYMENT PHYSICAL AND DRUG SCREEN\*\*\*

\*\*EQUAL OPPORTUNITY EMPLOYER\*\*