

CASS COUNTY COURTS' JOB DESCRIPTION

4TH DISTRICT COURT TEMPORARY PART-TIME DEPUTY CLERK

Supervised by: 4TH District Court Administrator/Magistrate
Supervises: None

Position Summary:

Under the supervision of the 4th District Court Administrator/Magistrate, performs a variety of clerical tasks involved in processing civil, traffic and criminal cases, including typing, filing, posting data, receipting payments and fees. The Part-time Temporary Deputy Clerk will provide general clerical assistance.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintains filing system by preparing files, opening files, and closing Court files.
2. Processing court documents, such as pleadings, orders, income tax garnishments, receipts, etc. and entering appropriate service information into computer.
3. Performs clerical duties such as typing, preparing mailings, etc.
4. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and minimum qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High School diploma or equivalency.
2. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, and division.
3. Working knowledge of computers and modern office practices and procedures.
4. Ability to maintain accurate and organized records.
5. Ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail including the ability to detect errors, determine causes, and make corrections as appropriate.
6. Ability to maintain office confidentiality and handle stressful situations.
7. Ability to use resources effectively and efficiently.
8. Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, parties, attorneys, and the general public and the ability to effectively meet with and interact with the general public.
9. Ability to use office equipment such as telephone, fax machine, calculator, and computer software including word processing, spreadsheet, database and electronic mail/internet/world wide web.
10. Skill in prioritizing and completing work assignments.
11. County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
12. County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

13. In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to understand and follow written and oral instructions.

Preferred and Desired Knowledge, Skills, Abilities and qualifications:

Preference will be given to applicants with knowledge, skills, abilities and qualifications as listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Working knowledge of modern policies and practices of the legal process.
2. Knowledge of legal terminology, format and standard legal instruments.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 frequently required to sit and to use hands to finger, handle or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is occasionally required to walk or stand and reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of decision making. The employee must occasionally lift and/or move objects of lightweight. The noise level in the work environment is typical of a busy office or courtroom, ranging from quiet to moderate.

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