

Position Title: Deputy Clerk FULL-TIME

Division:	Probate Division Court of Common Pleas	FLSA Status:	Non-exempt
Reports to:	Chief Deputy Clerk	Civil Service Status:	Unclassified
Probation:	Four months	Work Hours:	40 hrs a week
Yearly Salary:	\$35360.00	Hourly Rate:	\$17.00
Yearly Medicare:	\$512.72	PERS:	\$4950.40
		Workers Comp:	\$530.40

Job Summary

Performs a variety of record keeping and clerical duties in support of the Probate Court, including the recording and processing of documents and records relating to actions filed in Court.

Essential Responsibilities

- Registers formal pleas on printed calendars and retrieves the appropriate files for court.
- Answers incoming calls and directs them to the appropriate personnel or department.
- Images court documents into court case management system.
- Receives and posts funds collected into the court.
- Balances funds received daily and prepares bank deposit.
- Provides certified copies of various legal documents to the judiciary, attorneys, law enforcement and the public as requested.
- Responds to inquiries, requests, complaints or problems from the general public.
- Enters and verifies data into a computer on filings made in the Court.
- Processes and records the filing of various criminal and civil actions in the court.
- Provides information regarding court procedures, case status, and other court information to the public.
- Opens, reviews, sorts and delivers incoming mail.

Performs Duties With Proper Respect and Fiduciary Obligations to Supervisors, Co-Workers, and Community.

- Accepts direction from supervisors, court administrator, and the judge.
- Respectfully interacts with co-workers, supervisors and public.
- Maintains a positive attitude and strong work ethic, providing exceptional customer service at all times.
- 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
- Ability to effectively and professional communicate verbally and in writing to a diverse audience.
- Demonstrate dependability, reliability, and an excellent attendance record
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability and sound judgment are strong qualities that will benefit this position and office

Qualifications

- High School Diploma or Equivalent.
- Two years secretarial or clerical experience, preferably in a judicial environment.

Please send resumes to vgrooms@adamscountycourts.com

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.