

**Washington County
Job Description**

JOB TITLE: Assistant Court Administrator

Exempt: (Y/N): N

DATE REVISED: October 2012

DEPARTMENT: County Clerk

SUPERVISOR: Chief Deputy Clerk

SUMMARY:

Under the direction of the County Clerk and the Chief Deputy Clerk, the Assistant Court Administrator provides support service to the County Clerk's office by providing assistance to attorneys and the general public. The Assistant Court Administrator performs data entry for seven (7) different courts, filing, ledger entry and typing and provides assistance to the public in the filing of court cases for seven (7) different courts. In addition, the incumbent prepares various reports, assists with telephone calls, and provides back up in the Probate area with data entry, when necessary. Indexing, proofing and scanning of Probate, Trusts and County Court Adoption documents are important duties of this incumbent. All functions should be performed efficiently and in an accurate, timely, and professional manner as accurate data entry and records are of vital importance. The duty of training new deputy clerks falls within this description. The incumbent is responsible for all County Court recording, docketing & filing, including Ordinances & Resolutions and Quorum Court minutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following: Other duties may be assigned.

- 1. Perform data entry for seven (7) courts.**
- 2. Provide assistance to the public in filing of court cases, answering questions, etc., either on the telephone or in person.**
- 3. Provide assistance to attorneys, to include filing new court cases, filing of re-opens, issue summons, subpoenas, file pleadings as they are received and make certified copies.**
- 4. Prepare Certification of Authentications for Out of State Courts.**
- 5. File for all courts to include separating court work, numbering orders, docketing pleadings and indexing by year and case number, preparing and typing summons and returning requested certified copies by mail.**
- 6. Open and set up new Probate, Trust and County Court Adoption files folders and instruments, file-stamp mark each instrument and abstract the information for docket sheets, assign petitions and orders to the judge, index new cases and pleadings and enter the data on the record.**
- 7. Provide assistance to attorneys, surveyors, and abstractors, complete information sheets, make copies for customers and assist them in searches for old records. Assist surveyors with plats and surveys, by making copies.**
- 8. Keep pleadings in numerical and court order for the purpose of filing in correct court files.**

9. Prepares list for Circuit Judges on delinquent cases for Accountings.
10. Transmit Probate Court information for ACO.
11. Proof read all computer entries ensuring accurate entry. Make corrections, as necessary.
12. Filing pleadings into case files for Probate divisions of case files. Insure that all Adoption records are maintained in a “confidential” manner and information relating to a juvenile is not released except to authorized persons.
13. Scan documents into the system to be viewed by public. Proof new case files in Court records.
14. Create CD’s of all records.
15. File process servers packets, sent to judge for signature and index names.
16. File, sign and seal Appeal transcripts for court reporter to send to Supreme Court. Index and check out appeals to individuals. Maintain and destroy at proper time.
17. Billing of faxed documents.
18. Train new Deputy County Clerks at entry level.
19. Prepare Trust accounts.
20. Perform duties for the Voter Registration, Early Voting and Court Administrator when needed.
21. File & Record County leases, contracts, insurance policies, budget reports, bids, and various reports for other departments

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE-GENERAL:

The incumbent should possess good typing, strong computer skills; excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

EDUCATION & EXPERIENCE:

Minimum of high school diploma or general education degree (GED) with five (5) years previous office experience with County Clerk’s office. Must have strong knowledge of Arkansas State Laws and meanings of voter registration and legal terms. The Assistant Court Administrator is trained to cover for all departments in the County Clerk’s office. Previous experience in general office skills are critical to perform the duties of this position. Must have Computer knowledge and high level of legal terms.

INITIATIVE & INGENUITY:

Because this incumbent has been trained to back up other positions along with her own, she must be a self-starter and proceed without supervision in order to step into these job positions at a moment's notice. The incumbent must be capable of making decisions on proper real estate filings, indexing of real estate documents or scanning of documents without direction from others.

MENTAL DEMAND:

Must be able to concentrate on a high level. The incumbent must be able to multi task at a moment's notice. The incumbent must be alert to problems that may develop in training new employees.

ANALYTICAL ABILITY/PROBLEM SOLVING:

The individual requires continuous attention to details. They must have the ability to second guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

RESPONSIBILITY FOR WORK OF OTHERS:

Responsibility for work of others by directly supervising and training new Deputy County Clerks. The incumbent carries out supervisory responsibilities in accordance with county's policies and applicable laws. Responsibilities including training, planning, assigning, and directing work, addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS:

Significant funds passed through this office each month. Being responsible for filling in for different positions, this incumbent handles different amounts on a daily basis.

RESPONSIBILITY FOR ACCUACY:

With the Deputy Clerk II being trained to fill in for the Voter Registration and Equalization Board desk and the scanning clerk. Must possess above average computer skills and above average accuracy in data entry. This individual must have the ability to switch mind processes quickly and be alert to the changes around her.

ACCOUNTABILITIES:

In the training and direct supervision of new Deputy County Clerks, the incumbent must be accountable for the knowledge she instills in the new clerks. If they are not trained properly the office cannot function correctly. This incumbent is accountable not only to the County Clerk's office but to the abstractors, lending institutions, and every property owner of Washington County. One small error would be critical to the chain of ownership of property. One error in releasing of confidential information would be monumental to an individual.

CONTACTS WITH PUBLIC:

Deputy Clerk II has contact with the public constantly. Whether it is in their capacity as Court Clerk, their daily job as office clerk or by way of telephone, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person- to- person and small group situations with customer, clients, general public.

CONTACTS WITH EMPLOYEES:

In the training of new employees or in every day working environment, the incumbent must work with all employees. They must effectively communicate and respond in to other employees in the office.

MACHINE-COMPUTER OPERATIONS:

The incumbent should possess good typing, strong computer skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

WORKING CONDITIONS:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

PHYSICAL DEMAND:

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

While performing the duties of this job, the employee must set for long periods of time; occasionally stand and walk; use hands to finger, handle, or feel objects and to talk or hear. Also, the employee must occasionally reach with hands and arms.

Specific vision abilities required by this job include close vision and abilities to interpret small numbers and letters on reduce copies. The employee must occasionally be required to lift up to 10 pounds.