

**Washington County
Job Description**

JOB TITLE: Chief Deputy Circuit Clerk

Exempt: (Y/N):

DATE REVISED: September 2011

DEPARTMENT: Circuit Clerk

SUPERVISOR: Circuit Clerk

SUMMARY:

Under the direction of the Circuit Clerk, the Chief Deputy Circuit Clerk is responsible for the general operation of the Circuit Clerk's Office in an efficient and responsible manner, to provide assistance to the Circuit Clerk, and serve as Circuit Clerk in their absence. The Incumbent assists in the training, supervision and record keeping of the employees within the Circuit Clerk's office. Because of the nature and diversity of the work, on-the-job training is provided at times to individual employees to attain proficiency, requiring close supervision by the incumbent. In addition, the incumbent manages the flow of 30-250 public contacts, other agencies, and county offices per day, via phone or in person. Responsibilities include interviewing, hiring and training employees; assigning and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

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

- 1. Ensure that all parties contacting the Circuit Clerk's Office are given prompt, efficient, and accurate service concerning the specific aspects of their inquiry.**
- 2. Receive, open, organize, distribute mail and process mail and returns mails. Organize the mail and daily operation of the office to ensure that the work is effectively and efficiently performed. Ensure return mail is out of the office.**
- 3. Process bonds, executions on tax liens, and the issuance of summons, subpoenas, writs and executions.**
- 4. File lawsuits and pleadings according to procedure.**
- 5. Serve as Circuit Clerk during the incumbent's absence.**
- 6. Set up new juvenile, criminal, and civil file-folders and pleadings.**
- 7. Proof computer entries on new cases, judgments, land records and liens.**
- 8. Assist in the supervising and training of Circuit Clerks Office staff so that proper procedures are followed, work is accurately performed, and customers are given efficient and friendly service.**
- 9. Assist abstractors and attorneys in learning the proper procedures used in the Washington County Circuit Clerk's office.**
- 10. Prepare and bill the State of Arkansas and IRS for liens filed.**

11. Prepare and bill abstract, lawyers, realtors, surveyors, bankers and others for copies made and for monthly internet services for 180 customers plus 6 customers receiving downloaded files from zip drive. This generates approximately \$88,000.00 + per year. She posts all payments. She must maintain access to index and court cases to City, State and Federal agencies. (46 non-paying users)
12. Maintain and distribute office supplies in an efficient manner so as to minimize cost while efficiently performing work.
13. Answer main telephone line.
14. Deal with staff and others in a profession manner.
15. Maintain necessary personnel and payroll data. Total and calculate time cards for 18 full time employees and 2 part time employees. Submit reports to the Human Resources for payroll purposes. When interviewing prospective employees, the incumbent tells them information regarding insurance, vacation, sick time and retirement.
16. Maintain vacation time and sick time of each employee.
17. Maintain an accurate schedule of the actions of all employees in the department, documenting work performance of the employees.
18. Interaction with the public and various agencies. Must resolve problems and deal with customers in a professional manner.
19. Assist Circuit Clerk with matters involving County policies. Traveling out of town with the circuit clerk to various advisory meetings.
20. Assist Circuit Clerk with Judicial Partition Proceeding sales.
21. Maintain security of the Juvenile files under lock and key. Ensure that all juvenile records are maintained in a confidential manner and information relating to a juvenile is not released except to authorized personnel.
22. Maintain office equipment and adequate supplies for the office. Call for service and/or repair and reorder supplies when necessary.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. EXPERIENCE-GENERAL:

High school diploma with emphasis in office management. Good organizational skills are necessary for this position. In the absence of the Circuit clerk, the incumbent acts as the supervisor of the Circuit Clerk's office. Supervising 18 + deputy clerks and two part timers in the Circuit Clerk's Office and carries out supervisory responsibilities in accordance with the county's policies and applicable laws.

2. EXPERIENCE-MANAGEMENT:

Directly supervises all employees within the Circuit Clerk Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, assisting in hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

3. EDUCATION:

The incumbent must have a minimum of high school diploma or general education degree (GED) with emphasis in office management. Four (4) years experience in the court system along with knowledge of real estate is essential for the performance of duties. This individual must have current knowledge of all Arkansas Court laws pertaining to Circuit Court and extensive knowledge of court procedures. Excellent written and verbal communication skills are needed as well as understanding of legal terminology and judicial proceedings.

4. INITIATIVE & INGENUITY:

In this seniority position, the incumbent must be able to proceed alone and make quick and accurate judgments without seeking authority from a superior. They must be resourceful and creative in decision-making. Must be able to organize work in an efficient manner and have the ability to train others in a patient, diligent manner,

5. MENTAL DEMAND:

Problem solving skills are crucial to this position. The individual must be able to use his/her own judgment to determine matters.

6. ANALYTICAL ABILITY/PROBLEM SOLVING:

With the many facets of this position, problem-solving skills are crucial. The incumbent must have good reasoning and logic to communicate with employees and the public. This individual must have good communication skills along with a friendly, yet professional and informative manner. Must be responsible and have the ability to make mid management decisions with little or no review of top management. In real estate areas an investigative mind is mandatory.

7. RESPONSIBILITY FOR WORK OF OTHERS:

The incumbent is responsible for overseeing the daily work of all circuit clerk deputies along with her daily duties. This individual must watch over the work of 18 full time employees and two part timers. The incumbent carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

8. RESPONSIBILITY FOR FUNDS:

The incumbent has the responsibility of billing Internet users. There is approximately \$88,000.00 dollars collected on a yearly basis.

9. RESPONSIBILITY FOR ACCURACY:

In this position the individual must be accurate in all areas they perform. With duties such as proofing all case files entered into the computer, billing internet users and answering questions to the public.

10. ACCOUNTABILITIES:

In the training and direct supervision of all Deputy Circuit Clerks, the incumbent must be accountable for the knowledge she instills in the clerks. This incumbent is accountable for the operation of the circuit clerk's office.

11. CONTACTS WITH PUBLIC:

This incumbent has contact with the public constantly. In this capacity, their daily job as as 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, and general public.

12: CONTACTS WITH EMPLOYEES:

At all times the incumbent must have the ability to stimulate the employees while keeping a good rapport within the office. They must keep an even balance between being supervisor and fellow employee.

13. 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.

14. 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

15. 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 sit 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.