

**Washington County  
Job Description**

**JOB TITLE: Computer Administrator**

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**Exempt: (Y/N):**

**DATE REVISED:** September 2011

**DEPARTMENT:** Circuit Clerk

**SUPERVISOR:** Circuit Clerk

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**SUMMARY:**

The Computer Administrator is accountable for the effective operations, performance, and maintenance of the data processing equipment and systems application. The incumbent oversees the total operations of the in-house computer by maintaining the integrity of the system, organizing workflow of the office, and training users in the system. There is significant accountability of providing quality Service through accurate and timely processing of data. The incumbent assists in overseeing the total operations of the in-house computer system. Maintaining the integrity of the system, organizing workflow of the office, and training users in the system is the job of the incumbent. There is significant accountability of providing quality Service through accurate and timely processing of data. Everyone in the courthouse has access to the index and court cases. The clerks (20) of the Circuit Clerk's office have access to the Verdict side along with the Judges, Case Coordinators and Court Reporters, twenty-six (26) in this category. There are 180 Internet users plus 6 (six) daily downloading users. Included on the system are twenty four (24) printers in various locations in the courthouse. In addition, the incumbent is responsible for the organization and operations of the scanning department along with the responsibility of clerking for the court for Jury trials. The incumbent is responsible for the input of all Juvenile docket entries. All input is reported to the State of Arkansas through the AOC.

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

1. Deals with customers and resolves problems in a professional manner.
2. Answer telephone and handle questions regarding all office functions.
3. Implement new programs and hardware. Continually examine data processing operations to determine opportunities for improved efficiency.
4. Provide assistance to various people who use the in-house system. This included judges, attorneys, secretaries, abstractors, other county officials and the Administrative Office of the Courts. Must be able to answer a multitude of questions as they arise.
5. Assist 19 co-workers with operation of computer along with other users.
6. Closely maintain the physical operation of all equipment, printers, modems, and perform technical repairs, as needed, in order to maximize "up-time" of the system. Contact outside vendors to correct problems as necessary.
7. Assist Circuit Clerk in ordering computer equipment.
8. Work with auditors from the Administrative Office of the Courts; provide information when requested.

9. Provide judges and other county offices with various reports.
10. Originate all forms used by the office, monitors form supplies and ensure forms are current.
11. Create CD's of office forms for Attorneys and public to purchase.
12. Provide back up for data entry functions.
13. Check all data work entered into the system, making sure judgments, law suits, docket sheets, bookkeeping and records are entered timely and correctly.
14. Provide assistance to the public in filing of lawsuits, answering questions, etc. either on the phone or in person including, issuing summons, executions, writs, subpoenas, notary bonds as requested and/or certifications.
15. Interface with the public, other departments, agencies or offices to furnish and/or obtain necessary information.
16. Perform duties as required to maintain smooth operations within the department.
17. Assist with other duties as required to maintain smooth operations within the office.
18. Work in conjunction with GCM to maintain an accurate Jury Program.
19. Notify jurors to appear for court as requested by Judges. Call role, impanel jurors and swear witnesses for 6 judges.
20. Train and supervise 6 Deputy clerks to sit in on Jury trials for Judges.
21. Copy Juvenile orders according to established procedures.
22. Copy miscellaneous judgments and file as required.
23. Assist in mail outs of land records.
24. Enter Judgments into the indexing system in an accurate and timely manner.
25. Run AOC report each month and run Revocation and RE-opens for the past month.
26. Run Trial Calendars and report for all open and closed cases for each Judge's case Coordinators.
27. Keep record of Domestic Abuse cases all judges..
28. Open/file mark state tax liens in alphabetical order. Sign Writ of Executions and sent to Sheriff's office.
29. Proof Real Estate Entries.

30. Back-up person for the Civil and Criminal entry work.
31. Proof Real Estate Entries.
32. Fill in an every entry-level position.
33. Maintain current knowledge of all Arkansas Court laws pertaining to Circuit Court.
34. Responsible for 6 Jury Selection Computer programs, one in each courtroom. Must be on call and ready at a minutes notice.
35. Backup person for bookkeeping and real estate counter.
36. Assist Chief Deputy Clerk with payroll, purchasing and billing of Internet Services.
37. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.

#### **QUALIFICATIONS 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 must have knowledge of general office duties and skills. They must have knowledge of a specialized field (Computers) such as computer language, procedures and equipment. Equivalent to four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

#### **EXPERIENCE – MANAGEMENT:**

The incumbent manages computers rather than employees. The incumbent manages Court data that is mandatory to the Washington County Court and Real Estate functions. Must be responsible and have the ability to make mid management decisions with little review of top management.

#### **EDUCATION:**

The incumbent must have a minimum of high school diploma or general education degree (GED). Six years of experience in the court system 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.

#### **INITIATIVE AND INGENUITY:**

This individual must have initiative, high motivation and is a self-starter. They must be able to proceed without supervision in order to maintain the Computer system in an effective manner. They must be highly organized and proficient in their work. The incumbent must be capable of making quick, accurate decisions under pressure and without direction from others. Must have the knowledge to work with highly complex machines such as mainframe computer. The incumbent is responsible for working with the new software program on a regular basis.

**MENTAL DEMAND:**

Operations require continuous attention to details. The incumbent must anticipate a difficulty and have the solution before it becomes a crisis. In the Circuit Clerk's office, if the computer is down it will affect a large, large majority of the citizens of Washington County. The incumbent must be alert, at all times, to problems that may develop with the computer system.

**ANALYTICAL ABILITY/PROBLEM SOLVING:**

The individual must have a higher than average ability to analyze a computer problem and have the knowledge to quickly solve the problem. They must be able to communicate with programmers in an effective way.

**RESPONSIBILITY FOR WORK OF OTHERS**

None

**RESPONSIBILITY FOR FUNDS**

None

**RESPONSIBILITY FOR ACCURACY**

The individual in this position must possess above average computer skills and above average accuracy in maintaining the Court and Real Estate system along with data entry of Juvenile Court documents. The incumbent is responsible for the security and accuracy of the data entered into the Circuit Clerk's records.

**ACCOUNTABILITIES:**

The incumbent is accountable not only to the Circuit Clerk's office but to the Washington County Court system, AOC-State of Arkansas, and all users of this system. One small error would be critical to the Court ruling and jury verdicts.

**CONTACT WITH PUBLIC:**

The incumbent has regular contact with patrons, either within the office or by telephone. Lack of tact and judgment may result in problems for this office.

**CONTACT WITH EMPLOYEES**

There is an average amount of contact with employees from within the office as well as outside this office. There is contact with County Clerk's office, Judge's offices, Juvenile Court employees, prosecuting attorney, public defenders, probation office, etc. This contact consist of computer related work as well as Juvenile documents. The Computer Supervisor is accountable for the training of individuals in the use of the computer equipment and systems application.

**MACHINE COMPUTER OPERATIONS:**

They are responsible for maintaining the operation of the Circuit Clerk's computer system, working with vendors and office personnel through out the Courthouse. This is a highly demanding machine operation position in keeping everything running smoothly.

**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 DEMANDS:**

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 is regularly required to sit; use hands to finger, handle, or feel objects; talk or hear. The employee must occasionally stand, walk, climb, or balance, stoop, kneel, and reach with hands and arms. Specific vision abilities required by this job include close, color and distance vision, and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds.