

**Washington County
Job Description**

JOB TITLE: Deputy Circuit Clerk II

Exempt: (Y/N):

DEPARTMENT: Circuit Clerk

DATE REVISED: September 2011

SUPERVISOR: Chief Deputy Clerk

SUMMARY:

Under the direction of the Circuit Clerk, the Deputy Circuit Clerk provides support service to the Circuit Clerk's office by providing assistance to attorneys and the general public. The incumbent performs data entry for seven (7) different courts, filing, ledger entry and typing. The incumbent provides assistance to the public in the filing of lawsuits for seven (7) different courts. Providing service to the Court in the selection of the Jury is part of this job. Records of attendance and pay-out reports must be kept. In addition, the incumbent prepares various reports, assists with telephone calls, and provides back up in the Real Estate area with data entry, when necessary. Indexing, proofing and scanning of Real Estate 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.

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 lawsuits, answering questions, etc, either on the telephone or in person.
3. Provide assistance to attorneys, to include filing new lawsuits, filing of re-opens, issue summons, executions, writs of garnishment, subpoenas, notary bonds, 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 writs of garnishment and returning requested certified copies by mail.
6. Open and set up new juvenile, criminal, civil and domestic relations 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. Certifying all criminal records.
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. **Maintain accurate records and reports of Jurors for 1st through 7th Divisions Courts, when necessary.**
10. **Call Jurors to report for duty. Call Jurors back to not report when case is settled before trial date.**
11. **Attend Court, call attendance, help to seat the 12 person jury, swear in the Jury, swear in the witnesses.**
12. **Prepare the list for the 1st through 7th Division Court Jurors each quarter and send to the Sheriff's Office. Prepare worksheets for the judicial department on all cases filed and terminated.**
13. **Prepare and mail out all juror payment/information for the 1st through 7th Division Court and send to the Comptroller's office.**
14. **Receive, index, record, certify and mail out mortgages, deeds, financing statements, releases, liens and surveys and other instrument that are recorded.**
15. **Fill out divorce coupons with the case number, plaintiff and defendant's names that are filing, date married, and when the divorce is final. Mail to the state for recording.**
16. **Proof read all computer entries ensuring accurate entry. Make corrections, as necessary.**
17. **Filing pleadings into case files for 7 divisions of case files. Insure that all juvenile records are maintained in a "confidential" manner and information relating to a juvenile is not released except to authorized persons.**
18. **Maintain DD214's in a "confidential" manner and not released to anyone except an authorized person.**
19. **Scan Real Estate, misc. judgments, bonds, Lis pendens, plats, etc into the system to be viewed by public. Proof new case files in Court records.**
20. **Create CD's of all records.**
21. **Do Internet billing and posting of payments.**
22. **File process servers packets, sent to judge for signature and index names.**
23. **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.**
24. **Billing of faxed documents. Maintain First Appearance Proceeding documents.**
25. **Maintain the execution docket with plaintiff, defendant, amount of judgment and interest and costs obtained from court judgment as a permanent county record.**
26. **Train new Deputy Circuit Clerks at entry level.**
27. **Prepare Commitment papers for Sheriff's Department.**

28. Perform duties for the Real Estate Desk when needed.
29. Perform duties for Land Record indexing when needed.
30. Perform duties for Land Document Scanning when needed.
31. Perform duties for the Computer Administrator when needed.

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.

EXPERIENCE:

Five (5) years previous office experience with Circuit Clerk's office. Must have strong knowledge of Arkansas State Laws and meanings of real estate and legal terms. Deputy Clerk II is trained to cover for 4 different departments in the Circuit Clerk's office Previous experience in general office skills are critical to perform the duties of this position.

EDUCATION:

Minimum of high school diploma or general education degree (GED); with five years in-house experience in a Circuit Clerk's office. Must have Computer knowledge and high level of legal terms. The incumbent must have confidence to speak in front of people in order to perform duties of Jury selection.

INITIATIVE & INGENUITY:

Because this incumbent has been trained to back up 4 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 Circuit 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:

Over \$100,000.00 passed through this office each month. Being responsible for filling in for 4 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 Land Records clerk, the real estate desk and the scanning clerk, she 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 Circuit 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 Circuit 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 Judgments, liens, UCCs etc. would be monumental to an individual in their credit rating.

CONTACTS WITH PUBLIC:

Deputy Clerk II has contact with the public constantly. Whether it is in their capacity as Jury trial 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.