

Job Description
Deputy Clerk I

Shenandoah County Circuit Court
Effective Date: July 1, 2019

Title: **DEPUTY CLERK I**

COIN Band: 2 COIN Role: Senior Administrative
County Employee Classification/Grade: Deputy Clerk I – 10

CLASS: DCI
Salary Range: \$27,714 to \$29,117

REPORTING RELATIONSHIPS

Position Reports to: Clerk of Court and Deputy Clerk III/Deputy Clerk II

BASIC FUNCTIONS

Performs difficult skilled technical and clerical work in the Office of the Clerk of the Circuit Court; does related work as required.

ESSENTIAL FUNCTIONS

This employee is responsible for one or more essential functions related to the operation of the office of the Circuit Court Clerk.

- Land Records-accepts, verifies fees, records, indexes all documents presented for recordation in land records.
- Civil Division – accepts, verifies fees, and files new law/chancery/miscellaneous actions. Includes issuing services, entering pleadings/orders and processing law/chancery/miscellaneous orders. Updates and maintains civil/criminal/miscellaneous indexes.
- Criminal Division: Enter, scan, prepare criminal case files/paperwork; attend sessions of criminal court; prepare, scan and process case files/paperwork/Court Orders after each court date; prepare & distribute criminal dockets; enter case information in Circuit Court Case Management System.
- General Office Tasks- including, but not limited to, issuing Marriage Licenses; Hunting/Fishing Licenses; Passports; recording Fictitious Name Certificates in the Partnership books; recording DD-214's (military records); preparing and administering Oaths of Office; assisting General Public; answering phone; composing correspondence to attorneys, fiduciaries, and the general public, to clarify requirements for certain legal transactions or to interpret points of law
- Training – assist with training new office personnel or teaching new tasks to co-workers.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

General knowledge of the Circuit Court system and its operations; thorough knowledge of standard office terminology, procedures and techniques; ability to type accurately at least 50 words per minute; ability to operate and instruct others on the operation of a variety of office equipment including a word processor and other information process equipment; a computerized cash register; ability to communicate effectively and tactfully with the public and other employees; ability to perform arithmetical computations; ability to read and understand legal documents and follow oral and written instructions; ability to maintain the confidentiality of information handled within the office.

ACCEPTABLE EDUCATION AND EXPERIENCE

Education equivalent to graduation from high school, supplemented by business school or college level courses or training in business administration or a related field, and considerable experience in the Office of the Clerk of the Circuit Court.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legislative acts, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

PHYSICAL DEMANDS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.