

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Deputy Clerk  
**DEPARTMENT:** Clerk  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** February 2010

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Clerk for the Cass County Clerk's Office, responsible for completing a variety of file preparation, data entry, and public service duties to ensure proper processing and filing of Court documents.

**DUTIES:**

Answers telephone and assists individuals at counter, providing information on Court proceedings, receiving payments, verifying case information, and processing and filing a variety of documents/paperwork.

Responds to requests for research on a variety of information and searches Department files and archives as necessary. Prepares copies of and certifies a variety of documents, and updates computer records, files, and fee books accordingly.

Processes filings for Circuit and Superior Courts, assigning case numbers, completing necessary paperwork, entering case information and financial records into appropriate fee books and computer, scheduling Court dates, and preparing and sending summons. Creates and files case folders and forwards copies to Court.

Processes proceeding supplemental forms, obtaining Judge's signature, sending forms to employers and banks, assigning a Court date, entering in computer, and marking on Court calendar.

Receives releases and judgments from Circuit and Superior Courts and makes necessary entries on docket and in computer, Judgment Order Book, and fee books.

Types warrants, notices, abstracts, SR-16/SR-17 paperwork and related documents from the Court.

Processes certified mail returns, inputting information in computer, printing signatures, and forwarding to Court as necessary.

Receives and processes various payments, such as fines, fees, court costs, traffic tickets, restitution, trust payments and judgments. Posts payments in appropriate fee books and computer and issues receipts.

Transfers files between Courts per court order and processes incoming/outgoing changes of venue.

Closes out files as directed by the Court, enters dismissals, garnishments orders and other legal papers submitted by attorneys, and indexes, files and completes related duties as individual cases require.

Performs a variety of clerical duties, including, but not limited to, creating and maintaining files; typing, copying, filing, and faxing documents; processing certified and regular mail; pulling files scheduled for Court: entering data in computer; preparing spreadsheets; and generating reports.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Knowledge of and ability make practical application of customary and prescribed policies, practices and legal requirements of the County Clerk's Office.

Knowledge of legal terminology and standard policies and procedures concerning preparation and filing of Court documents, with ability to effectively retrieve, update, and review Department files for accuracy and completeness.

Working knowledge of standard office procedures and computer software programs used by the Clerk's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, including computer, calculator, fax machine, copier, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain and carry out oral and written instructions present findings in oral or written form.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read/interpret detailed Court orders and documents.

Ability to count/make simple arithmetic calculations, receive/receipt payments, and effectively respond to inquiries.

Ability to occasionally work extended hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine and standard Department policies and guidelines, with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error and/or work delays in other departments/agencies.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with other County departments, Courts, attorneys, and the public for purposes of exchanging/verifying information and rendering service.

Incumbent reports directly to Clerk.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours and may travel out of town for meetings/conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Deputy Clerk for the Clerk’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name