



SHELBY COUNTY
INDIANA

Shelby County Government
25 W. Polk Street Rm. 226
Shelbyville, IN 46176
www.co.shelby.in.us

VACANCY

*Interested applicants must submit a resume **via email** to:
Human Resources at dcook@co.shelby.in.us

DATE: September 30th, 2024

*Pending council approval

POSITION: Deputy Clerk - Circuit Court

DEPARTMENT: Clerk's office – Shelby County Courthouse

HOURS: 35 hours weekly, M – F, 8 -4

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE / CLASSIFICATION: \$20.60 hourly / Comot 2 (2024 schedule)

BENEFITS: Medical, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

POSITION BEGINS: October 21st – To be determined.

APPLICATION DEADLINE: Open until filled.

All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of the interview. Equal Opportunity Employer

POSITION DESCRIPTION IS ON THE NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Deputy - Circuit Court
DEPARTMENT: Clerk
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT 2

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Clerk's office Deputy (assigned primarily to Circuit Court) responsible for filing and processing Circuit Court documents and assisting the public.

ESSENTIAL DUTIES:

Opens and maintains assigned Circuit Court cases, including, but not limited to, adoptions, guardianship and estates, preparing and information in record of judgments and orders in book and computer, preparing required legal documents, completing, filing, certifying, copying, distributing, and delivering documents.

Initiates and updates new felony cases for assigned courts, including preparing writs of attachments for civil and child support cases, and entering and serving writs of attachments to IV-D registry. Re-creates destroyed JP cases as needed per request from Circuit Court, Prosecutor's office, and/or child support division.

Prepares arrest warrants, prepares documents to restrict, suspend, reinstate driver's license, enters and prepares probate will record books, documents when case appeals are filed, and certifies State Board of Health change of birth record information for adoptions.

Scans bond sheet into appropriate computer program from cash bonds, maintaining compliance with department procedures, including entering bond payments received from Sheriff's department and GovPay.

Opens expungement cases for assigned courts and processes orders accordingly, including expunging/sealing criminal cases, mailing copies of orders and petitions to Indiana Supreme Court, Indiana State Police/Central Records, BMV, DOC, Shelby County Sheriff's Department, and Shelbyville Police Department, and locates RJO's for cases in related books and marks documents as expunged/sealed/not for public access.

Processes requests for Governor's warrants for Prosecutor's office, including certifying copies of documents and completing certified exemplified form for Judge's signature.

Opens MC cases for Prosecutor's office, including search warrants, prosecutor's subpoena duces tecum, and dispose of seized evidence.

Processes praecipis for Sheriff's sale, certifies decree of foreclosure, adds minutes to case and forwards to Sheriff's Department, including processing Sheriff Sale reports.

Performs a variety of clerical duties, including, but not limited to, preparing, sending, receiving, recording, and filing certified mail, locating and retrieving case files from various storage locations and court, locating or reconstructing lost/missing court files and Sheriff service, processing incoming/outgoing mail, preparing and processing transfer of cases and change of venue, processing and assisting with marriage and passport applications, and issuing licenses.

Receives, receipts, and processes cash bonds and various other payments, and researches and responds to inquiries from detainees at SCCJC.

Answers telephone and greets office visitors, provides information and assistance, researches records on computer or in books, or transfers/directs to appropriate individual or department.

Prepares and processes changes of venue in/out of county, including reviewing/preparing documents, entering on computer, and billing originating counties.

Provides training to new employees on specific job responsibilities, computer systems used by the department, and/or training existing employees on new and/or updated procedures.

Periodically performs duties of other department personnel in their absence or as needed.

Periodically attends training seminars.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with related legal experience preferred.

Working knowledge of department and Circuit Court policies and procedures and related legal terminology, fines and deadlines, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard bookkeeping principles, ability to perform simple arithmetic calculations, and accurately receive and receipt monies.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare various reports.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, postage meter, telephone, typewriter, calculator, fax machine, and copier.

Ability to effectively communicate in a courteous, tactful manner with co-workers, other County departments, related agencies, 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/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 understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to work alone and with others in a team environment with minimum supervision, often under time pressure.

Ability to work on several tasks at the same time and effectively complete assignments amidst frequent distractions and interruptions within required deadlines.

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

Ability to occasionally work evening hours, and occasionally travel out of town for seminars/training/meetings, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to well established policies and procedures, with priorities determined by supervisor, court deadlines and/or service needs of the public. Work is periodically reviewed in progress or upon completion for compliance with department and legal policies and procedures, technical accuracy, and appropriate service to the public. Errors in incumbent's work are usually prevented through legally defined procedures and are detected through standard bookkeeping checks, supervisory review, and notification from other departments/agencies and/or the public. Undetected errors may result in loss of time for correction or loss of money, work delays and/or inconvenience to other departments/agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, attorneys, out-of-county courts, other state and federal agencies, law enforcement agencies, and the public for purposes of exchanging information and explaining policies and procedures.

Incumbent reports directly to Elected Clerk of Courts.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, walking/standing for long periods, lifting/carrying objects weighing less than 40 pounds, close vision, speaking clearly, keyboarding, hearing communication, and handling/grasping/fingering objects. Incumbent occasionally works evening hours, and occasionally travels out of town for training/meetings, sometimes overnight.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.