

POSITION DESCRIPTION

Job Title: Deputy Clerk Juvenile Court

Immediate Supervisor: Chief Deputy Clerk
Court Administrator

Positions Supervised: None

KNOWLEDGE OF:

- Office practices and procedures
- Filing Systems
- Microsoft Office, including Word and Excel
- Court Case Management System (will be trained after hire)
- Keyboarding **and** use of a typewriter

SKILLS AND ABILITIES:

- Speed and accuracy with keyboard and typing
- Excellent reading comprehension, grammar and spelling
- Ability to stay organized and focused on tasks in spite of interruptions
- Ability to multitask
- Communication skills in dealing with public, co-workers, service agencies and legal professionals
- Maintain strict confidentiality

ILLUSTRATIVE DUTIES:

Clerical

File/Case Management:

- * Open cases by entering required data in Computer
- * Set up physical case files in proper order
- * Schedule and enter hearing dates on calendars
- * Process service of documents on necessary parties, including issuing and tracking of certified mail or personal service
- * Track and follow-up on deadlines
- * Enter on computer docket a summary of all case filings
- * Contact attorneys regarding court-appointed legal representation
- * Promptly file documents in case files
- * Prepare files for hearings
- * Issue cost bills and follow up on collection of costs
- * Assist in generating Judgment Entries and processing of Judgment Entries, including setting up of ticklers for Orders with deadlines
- * Accept and process Court-Appointed Counsel Fee Applications

Miscellaneous/Clerical:

- * Answer phones and take and convey messages as needed
- * Type documents, letters
- * Track data and prepare reports as required
- * Assist in microfilming
- * Processing of Mail on rotating basis
- * Copying
- * Filing
- * Meet with public and address their inquiries and needs
- * Additional duties and assignments, as requested