



JOB SPECIFICATION
DEPUTY COURT CLERK

Code 19160
Grade GS 45

General Purpose

Under general supervision, perform clerical duties related to court operations on an assigned shift.

Typical Duties:

Provide customer service by furnishing information about court procedures. Involves: Explain court polices and procedures, answer questions both in person and by telephone on citations, warrants and court dates. Accept motions to be filed. Enter data in case management system from defendant's copy of citation. Explain options available such as requesting a court date, defensive driving or payment plans and enter selection in system. File motions, research outstanding warrants, review documentation submitted by defendants for completeness, reset cases for court and notify appropriate parties. Maintain pending file of defendants who must return to court to furnish additional documentation, issue letters of disposition and case cancellations, notarize complaints, maintain motions and correspondence by verifying the origin and nature of the request, and inform judge and prosecutor of the history and current status of the request. Match warrants and commitments to initiate the arrest process for a defendant who is not present in court. File emergency protective or restraining orders and notify protected parties as prescribed by law. Accept bond payments after regular hours. Maintain activity logs and generate periodic reports.

Schedule court cases and dates and perform related clerical duties. Involves: Set court date by type of violation and prescribed daily caseload. Provide written and oral instructions to defendants regarding case status and the disposition of each citation including community service, defensive driving, deferred adjudication or requirement to complete substance abuse courses. Notify law enforcement personnel, attorneys, defendants and other authorized persons of action. Update payment plans, change defendant addresses and explain options available to answer citations including defensive driving classes and payment plans.

Maintain the warrant database and filing information, and provide warrant information to law enforcement personnel, government agencies, military recruiters and schools. Involves: Generate computer-printed notices to individuals who have new warrants or commitments. File warrants and affidavits using alphabetical or numeric systems. Activate new warrants, proofread and check information against the original ticket and against the electronic case files. Remove recalled warrants from the active file.

Perform other court-related clerical duties as required. Involves: Perform duties of co-workers to ensure continuity of operations during absences. Assist in training new employees. File and sort tickets in numerical order in filing system, operate folding and stuffing machine to send notices to defendants, attorneys, juveniles/parents and sort notices by class and location for mailing. Retrieve driving history records. Receive and process accident reports. Identify reports in which a citation was issued at the scene and those requiring further review and those marked non-prosecutable. Review, process and file bail bonds and defensive driving completions.



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Knowledge, Skills, and Abilities

- Application of good knowledge of modern office practices and procedures, business English, spelling and legal terminology.
- Application of some knowledge of the criminal justice system, court processes and procedures and automated record keeping systems.
- Application of some knowledge of personal computers and specialized case management software pertinent to municipal court operations.
- Application of some knowledge of customer service/public relations practices and procedures.
- Read and understand oral, written, or legal information to answer questions and solve practical problems.
- Proof, record, extract, organize and summarize data from manual or automated sources; proofread legal documents, attention to detail and established deadlines; prepare and maintain detailed records in an automated environment.
- Establish and maintain effective working relationships with officials, judges, supervisors, employees and the general public.
- Clear, concise oral and written communication.
- Skill in the safe operation of common office equipment including personal computers.

Other Job Characteristics

- Subject to recall and working flexible or extended hours including weekends or holidays.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and three (3) years general clerical experience, including one (1) year customer service experience.

Licenses and Certificates: None.