

FAIRFIELD COUNTY**JOB TITLE: ADMINISTRATIVE ASSISTANT / DEPUTY CLERK OF COURT
CLERK OF COURT****GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of standard clerical and administrative duties for the office of the Clerk of Court in the areas of civil and criminal court cases to include filing cases, pleas, and various legal documents; appointing lawyers for indigents; preparing bank deposits; preparing documents for mailing; making copies; assisting customers; etc. Performs a variety of standard clerical and administrative duties for the office of RMC to include filing, indexing, processing real estate records, receiving and receipting monies, balancing monthly statements, writing checks, etc. Reports to the Clerk of Court.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Processes and files a variety of legal and/or court documents such as real estate documents, tax liens, discharges, plats, assignments, pleas, judgments, arrest warrants, etc. Signs various legal documents as directed.

Indexes warrants, judgments, and civil orders in appropriate books. Makes copies and submits to Solicitor, Court Administration, Sled, attorneys, etc. as appropriate. Maintains disposition of warrants for permanent record.

Enters information into the computer as required.

Microfilms real estate records, civil orders, etc. as appropriate.

Receives monies for recording fees, fines, restitutions, cash bonds, trust funds, copies, etc. Runs daily transaction report and prepares bank deposits.

Assists the public with a variety of requests including providing information, assisting them in locating what they need, making copies of documents, etc.

Performs a variety of duties relative to selecting jurors. Updates juror information and prepares notices, etc. as appropriate. Notifies jurors regarding their jury service. Pays jurors and issues certificates for jury service.

Assists in courtroom as needed to sign up defendants for pleas, write sentences for judges, issue bench warrants, etc.

Works with the presiding judges in preparing for court to include preparing rosters, making copies, mailing documents to all parties, etc. Keeps in touch with attorneys and judges regarding status of cases. Prepares orders for judges, etc.

Maintains a complex filing system.

Runs reports as required.

Prepares for mailing such documents as court rosters, documents, bills, jury checks, etc.

Takes applications and appoints lawyers for indigent defendants.

Orders office supplies as needed.

Operates and cares for standard office equipment such as computer, copy machines, adding machine, typewriter, fax machine, paper shredder, paper cutter, microfilm machine, etc.

ADDITIONAL JOB FUNCTIONS

Receives and receipts monies for fees, stamps, fines, court costs, etc.

Performs a variety of other general duties in support of the Department including notarizing papers for the public, issuing fireworks licenses, responding to phone calls, ordering supplies as needed, executing passport applications, balancing monthly bank statements, etc.

Works with Court Administration on updating case information relative to criminal and civil cases.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and three to five years of general office experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Knowledge of the legal system is beneficial.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computer, copier, adding machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or

otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as court records and documents, end of month report, daily transaction report, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor, court personnel, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as legal systems, accounting, computer operations, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has good knowledge of office policies, procedures, and practices relative to the SC Code of Laws and the SC Court Administration. Has working knowledge of the care and operation of

standard office equipment and machines. Has considerable knowledge of laws, rules, regulations, policies, procedures and practices governing the operation of the office of the Clerk of Court. Is able to perform duties accurately and in a timely manner. Is able to understand, complete, and interpret to others a variety of official documents and records. Is able to maintain court's filing system. Is able to collect, compile and assemble information in a clear and concise manner. Is able to communicate effectively with individuals from various backgrounds and education levels regarding policies, practices, and procedures of the office of Clerk of Court. Is able to coordinate and work well with others. Is able to use independent judgment in routine situations. Is able to work under stressful conditions related to dealing with angry or upset people. Has the ability to perform duties of the Clerk of Court in the absence of that person.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.