

# JACKSON COUNTY

## DEPUTY DISTRICT COURT CLERK

### General Summary

Under the supervision of a Court Services Manager, performs a variety of tasks to assist in the processing of traffic, civil and criminal cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers and the public. Types a variety of court documents, enters case information to the computer system and performs a variety of related tasks. Processes general civil, small claims and landlord/tenant cases which includes reviewing, processing and filing all documents related to such cases. May serve as Deputy Clerk in the Probation or Collection Divisions.

### Essential Functions

1. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, forms needed, schedules and specific case information; often requires pulling case files.
2. Reviews and processes payments for tickets, court costs, civil filing fees, enters information on computerized cash register and ensures that the proper case file is credited.
3. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in the file and obtaining driving or criminal record as necessary.
4. Opens and processes a variety of civil matters including general civil, small claims and landlord/tenant cases and garnishments. Includes processing a variety of civil papers, typing forms, correspondence and legal documents, filing papers, collecting fees, entering case information to computer, and ensuring case scheduling and the service of process.
5. Processes civil infractions and traffic misdemeanors, and marine, snowmobile, conservation and other violations. Codes and enters to computer, sets up informal hearings and schedules court cases, and notices and collects fines and costs. Suspends fines and costs upon determining proper proof.
6. Processes mail which includes matching checks with case files and entering payments into the cash register.
7. Reviews legal documents such as writs of garnishment and restitution, stipulations, order and briefs, petitions for installment payments and others for timeliness,

completeness and compliance with the court rules. Examines and enters judgments on civil cases that are adjudicated.

8. Enters case file information, adjournments, dispositions, civil judgment and other information to computer system.
9. Sends notices, prepares bench warrants and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
10. Processes garnishments, motions to set aside garnishments and motions for installment payments. Ensures case has a judgment, collects fees, enters to computer, and gives to process server or attorney.
11. Maintains case histories for civil cases and closes cases by recording disposition in case file and on the computer. Notifies parties of disposition and files closed cases.
12. Reviews court files to determine readiness for hearings, trials, default judgments, dismissals and other court proceedings; includes checking for service and completeness of documentation.
13. Prints and mails computer-generated notices.
14. Closes files by entering disposition to computer and running register of actions, commitments and other necessary documentation. Reviews information on paid tickets and ensures that it coincides with abstract of conviction prior to submission to the Secretary of State. Types abstracts that are not computer generated.
15. Closes criminal cases by collecting fines and costs, distributing disposition as appropriate, submitting abstract of conviction to Secretary of State on driving offenses and running a register of action.
16. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts. Applies bond to fines and costs as appropriate.
17. Types correspondence, notices, orders and legal documents and performs a variety of support tasks such as copying records and filing tickets and other documents. Prepares certificates of conviction.
18. Takes oath from officers or victims on misdemeanor charges and has complaint signed.
19. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, maintaining bond account records and performing related bookkeeping duties.

20. Assists in various special projects including collection of accounts receivable and record retention and disposal.
21. May serve as backup to Court staff performing various bookkeeping, record keeping, and accounting functions. Prepares bank deposits.
22. May serve as Deputy Clerk in the Collections Division, includes posting of payments to the computer, collecting information from clients needed to set up payment plans, preparing letter or delinquencies, orders to show cause and warrants, preparing activity reports, maintaining computer and paper files, and performing other functions typical of this classification.
23. May serve as Deputy Clerk in the Probation Department, includes typing pre-sentence reports and other documents from tape dictation; providing counter assistance, taking payments at register and balancing receipts; opening new files by generating face sheet, information sheet and labels from information on the computer, pulling or requesting needed reports and documentation, making copies, and filing documents; preparing and processing bench warrants, preparing cases for show cause hearings; preparing various orders and updating criminal computer files with fines and costs; and performing other functions typical of this classification.

### Other Functions

24. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school graduation or equivalent with classes in office and business. Prefer advanced coursework in data processing, accounting or related area.

**Experience:** One year of experience preferably in a court or law office providing knowledge of the processing of district court cases. Ability to type 50 wpm.

### **Other Requirements:**

**FLSA Status:** Non-exempt.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable*

*accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access various files throughout the court.

Ability to operate cash register, copying machine, and other office equipment.

Ability to enter and access information to the computer.

Ability to lift and carry files to work area.

Prolonged sitting for data entry and prolonged standing when receipting money.

**Working Conditions:**

Works in office conditions.

Exposure to persons charged or convicted of criminal offenses.

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Human Resources

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Dept. Head