

## **Gulf County Clerk of Court and Comptroller**

**JOB TITLE: DEPUTY CLERK**

**DIVISION/DEPARTMENT: COURT**

**MAJOR PURPOSE OF JOB:**

Under routine supervision, performs moderately complex clerical work relating to legal procedures for the Clerk of Courts Office. Job duties require initiative and independent judgment in carrying out established procedures.

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

Included, but not limited to the following.

- Performs various advanced and specialized clerical work in County and/or Circuit Court (i.e., Civil, Traffic, Probate, Misdemeanor, Felony, Juvenile, Appeals, Family Law, Child Support). Prepares cases for court and compiles records after court is completed.
- Enters court-related data into the computer.
- Receives funds from the public for fines, fees, court cost, and processes payments.
- Assigns case numbers and inputs related data into the computer.
- Makes docket entries; prepares various court reports; and processes forms such as capiases, summons, and notices to appear.
- Maintains various court records and files; searches case files; retrieves and copies documents; answers correspondence; and prepares files for court.
- Assists the public with information related to cases, and responds to telephone calls.
- Attends court, trials and/or conferences.
- May participate in jury functions: selecting venires, excusing jurors, updating jury pool, paying jurors, and completing jury reports.
- Processes Pro Se Forms, Injunctions against Domestic Violence, Small Claims forms, Circuit and County Civil forms, Marriage Dissolutions, Child Support, Paternity, Name Changes, as well as Probate, Baker Act, Marchman Act, or Criminal dispositions and Department of Correction paperwork.
- Work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations, which can include working past 5:00 for injunctions or trials.

(These not a complete statement of all duties required of the job. Incumbents will be required to perform such other related job duties as may be assigned or required.)

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of business English, spelling, grammar and punctuation.
- Ability to input data on computer equipment and use standard office business machines including a calculator, keyboard, scanner, typewriter, facsimile, and copier.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees, the general public, judges, and attorneys.
- Ability to maintain effective telephone answering and information gathering skills.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.

### **PERSONAL WORK RELATIONSHIPS:**

- Office: Court Supervisor, Chief Deputy Clerk, employees in the Courts, Records, Finance, Human Resource Departments to accomplish job duties.
- Judicial: Judges, attorneys and their staff.
- General Public: answering questions, giving and receiving information in order to render service; processing payments of fines, fees, etc.

### **ESSENTIAL PHYSICAL SKILLS:**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in

- person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
  - Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
  - Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another

**WORK ENVIRONMENT:**

Work is performed in an office environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Exposure to evidence and testimony that may be graphic, disturbing, and unpleasant.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.