

## **DEPUTY COUNTY CLERK**

### **JOB PURPOSE AND SUMMARY**

The Deputy Clerk directs, manages, supervises, and coordinates the programs and activities of the County Clerk's Office. Responsibilities typically include reviewing and evaluating processes and procedures to insure efficiency; developing and monitoring the Clerk's Office budget; coordinating activities with other departments and agencies; and supervising and evaluating the work of clerical and administrative support staff. Responsibilities require a thorough knowledge of laws and requirements for court and clerk functions within the state and the ability to manage and motivate.

The Deputy County Clerk is responsible to the County Clerk for the orderly, efficient operation, and high quality services of the Clerk's Office. The incumbent is responsible for performing administrative functions such as assisting in budget preparation and justification, representing the Clerk at meetings, public presentations to special interest groups, determining equipment needs and overseeing the maintenance of equipment. Instructions will be received orally or in writing from the Clerk, who will review work through observation, inspection of duties performed, conferences, evaluation of reports and information submitted and results obtained.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES** - Duties may include but are not limited to the following:

- Coordinate the organization, staffing, and operational activities of the Clerk's Office, including court room clerk coverage, civil and criminal case filing, records management, and accounting.
- Collaborate with the Clerk in the development and implementation of goals, objectives, policies and work plans; establish schedules and methods for providing services; implement policies and procedures.
- Assess effectiveness of service delivery methods, identify opportunities for improving service and implement improvements.
- Select, train, motivate and evaluate office staff; provide or insure provision of staff training; work with employees to enhance and guide performance; initiate and implement disciplinary action.
- Coordinate programs with those of other divisions and outside agencies and organizations; provide staff assistance to the Clerk; prepare and present staff reports and other necessary correspondence.

- Manage and participate in the development and administration of the County Clerk's annual budget; forecast the need for additional funds for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement adjustments as necessary.
- Maintain daily attendance records; process time sheets including hours worked, sick leave, and vacation; submit time sheets to accounting staff; prepare and implement all promotional step increases.
- Perform related duties as assigned.

### **QUALIFICATIONS**

- Five years of increasingly responsible court operations experience.
- Two years of supervisory experience.
- A bachelor's degree in public administrations, business management, justice administration, or a related field.

**Knowledge of....**operations, services, and activities of court operations; principles and practices of records management; operations and procedures of a courtroom; basic principles and practices of accounting; basic principles and practices of civil law; techniques and principles of budget preparation and administration; pertinent federal, state, and local laws, codes and regulations.

**Ability to....**manage, direct, and coordinate the work of technical and clerical personnel; identify and implement goals, objectives and procedures for effective service delivery; analyze problems, identify alternate solutions, project the consequences of proposed actions and implement recommendations in support of goals; operate personal computers and network terminals, using a variety of software applications; prepare and administer budgets; prepare clear and concise administrative and financial reports; interpret and apply federal, state and local laws; communicate effectively with a variety of others.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work is performed primarily in an office setting and requires the ability to operate a personal computer terminal. Vision is essential to the observance and evaluation of operations and monitoring of work.

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Office use: 6/20/00