

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**GRADE:
M20C**

**DATE LAST PRINTED:
September 1, 2011**

JOB TITLE: DEPUTY CLERK – CIRCUIT CLERK’S OFFICE

Summary of Responsibilities

Under direct supervision of a Team Leader, may attend sessions of court; maintain and update court case dockets; assure all court documents are placed in appropriate case files in a timely manner; may take fine and fee payments; may balance cash drawer at end of day; assure all court files and records are maintained in an orderly manner; perform data entry of case information into the court and case management program; may assist other deputy clerks, court personnel, and the general public locating files for upcoming court calls or review.

Illustrative Examples of Work

1. Attend sessions of court, update case files, issue bench warrants and other court documents, make notification of future court dates to all parties, and maintain the confidentiality of court records.
2. Receive fees, collect fines, take payments, and balance a cash drawer at the end of the day.
3. Assists attorneys and the general public filing court documents and setting new cases.
4. Enters a variety of materials including bench warrants, court dispositions, and other court documents.
5. Process all court documents and papers to maintain accurate records of all cases.
6. Ensures the protection and preservation of all court records and materials relating to cases.
7. May train new employees, or transferred employees, in their area of expertise.
8. Locates court files for other deputy clerks and assists court personnel and the general public with review of court documents and files.
9. Performs other related duties as required or assigned.

Education

-Requires knowledge and skill equivalent to the completion of two years of college.

Experience

- Two years in an office environment, or an equivalent combination of experience preferred. Must be proficient in the use of a computer.

Abilities

- Requires ability to comprehend instructions from the court and the ability to understand complex legal concepts.
- Requires ability to become proficient in the use of specialized office software.
- Requires ability to communicate effectively both orally and in writing.
- Requires ability to organize work and complete duties in both a timely and dependable manner. Must be a self-motivated, results orientated individual with basic problem solving skills.
- Requires ability to cope with stressful situations such as heavy caseloads.
- Requires ability to establish and maintain excellent working relationships with co-workers, other court personnel, and the general public in a professional, customer friendly manner.

Physical Requirements

- Must be able to lift, carry, push, and/or pull boxes up to 35 pounds.
- Must be able to sit and/or stand for extended periods of time.