

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Deputy Clerk
DEPARTMENT: Clerk – Circuit Court
WORK SCHEDULE: To Be Determined, Monday-Friday
JOB CATEGORY:

DATE WRITTEN: December 2006
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Deputy Clerk (Circuit Court) for the LaPorte County Clerk's Office, responsible for maintaining files and assisting the public.

DUTIES:

Maintains official Clerk's records and files related to Criminal, Civil, Domestic Relations, Protective Orders, Mortgage Foreclosures, Probate, Juvenile CHINS, and Juvenile Delinquent cases, sorts docket sheets, places orders in order book, notifies individuals involved of court appearances, and indexes and cross-references records for convenient retrieval. Copies a variety of orders from order books as required.

Pulls files weekly for court calendar and as needed by the court, including occasionally preparing files for appeal process. Moves files to make room for new ones and retrieves records from microfilm as needed.

Receives fees, prepares and issues receipts for garnishment payments, and files fees and other charges received from citizens.

Releases money received from garnishment quarterly, protects checks, posts to proper journal, and mails to appropriate financial institution or attorney.

Records fees in Fee Book and judgments in Judgment Book and computer, maintains Judgment Report and Judgment Book, cross-references information as required, and types and processes citations for cases.

Certifies a variety of court records, affixing appropriate stamp and certifications, and entering appropriate information into computer. Enters D Felony arrests, bonds, and other related documentation and Pre-Trial Conference information into the computer.

Receives certified foreign judgments and records and indexes information as required. Maintains notary public and alcoholic beverage records.

Receives order to venue cases to and from other counties and copies files.

Processes tax warrants against individuals owing back state taxes and records costs and satisfactions.
Processes mental health and work force development filings.

Researches records on court cases upon request of attorneys or other parties, prepares copies, and files official records into computer.

Prepares, types, and files warrants, attachments, subpoenas, and other court notices for services by mail or Sheriff. Assists with issuance of Sheriff Sale by completing necessary forms, certifying judgments, and posting information in Execution Book.

Answers telephone, determines nature of call, responds to inquiries and/or routes caller to appropriate person or department.

Issues regular, revocation, and bench warrants and body attachments.

Records breath test operator certifications, recertifications, and lis pendens.

Assists public at the counter, including payment of fees and court costs, copying civil or criminal cases, divorce decrees and marriage certifications, payment of judgments, garnishments, posting cash bonds, and researching records. Opens and distributes department mail. Runs docket sheets and pulls files for mail that goes to the court.

Performs duties of other office personnel as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard bookkeeping and office procedures and computer software programs used by the Clerk's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Ability to maintain files both alphabetically and numerically, assuring convenient retrieval.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, printer, typewriter, calculator, telephone, copy machine, and fax machine.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, title companies, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure, and on several tasks at the same time.

II. RESPONSIBILITY:

Incumbent performs a variety of regular and recurring duties according to specific instructions or standard practices and procedures of the department. Errors in decisions or accuracy of work are readily detected by procedural safeguards or through supervisory review of work. Undetected errors may lead to loss of time and money within the department and/or work-related or personal inconvenience to department employees or members of the public. Work is reviewed both during critical phases and upon completion for accuracy and conformance with directions.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, title companies, and members of the general public for the purposes of exchanging information and rendering service.

Incumbent reports directly to the Chief Deputy.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing under 25 pounds, reaching, bending/crouching/kneeling, keyboarding, close vision, color perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be required to work with or be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Part-time Deputy Clerk (Circuit Court) for the LaPorte County Clerk’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name