

THE CITY OF DEL CITY JOB DESCRIPTION

DEPUTY COURT CLERK

FINANCE DEPARTMENT – MUNICIPAL COURT DIVISION

GENERAL FUNCTION:

This is a civilian position under the supervision of the City Clerk. The Deputy Court Clerk receives direction from the Court Clerk and performs administrative and clerical duties while coordinating all activities related to the Municipal Court.

ESSENTIAL DUTIES:

- Operates Court in absence of Court Clerk.
- Assists Court Clerk in scheduling court dates.
- Collects all monies remitted to the Court and makes a daily deposit to the City Treasurer.
- Keeps all records pertaining to the Court system.
- Provides assistance by phone or in person as needed.
- Keeps files of all citations issued in alphabetical order for trial date and/or deferred date.
- Maintains inventory of all printed forms needed to operate Court system
- Assists Court Clerk in preparing court dockets.
- Performs other duties as assigned or required by City Clerk or Court Clerk.

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED.
- Ability to work independently and exercise good judgment.
- Ability to communicate effectively both orally and in writing.
- Ability to withstand prolonged periods of sitting and standing.

- Ability to follow oral and written instructions.
- Ability to work evenings when Court is in session.
- Ability to handle difficult and stressful situations.
- Ability to exercise tact and courtesy when dealing with citizens and defendants.
- Skill in operating standard office machines and personal computers.
- Knowledge of office practices, procedures and equipment.

ADDITIONAL/DESIRABLE QUALIFICATIONS:

- Thirty (30) hours of college in a related field.
- Previous office experience.
- Prior Municipal Court experience.

SUPERVISION GIVEN AND RECEIVED:

Employee is under the direct supervision of the City Clerk.

Signature

Date