

## **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 checks or money orders from the public for fines, fees, and cost. Processes payments and enter related data into the computer.
- 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 records and files; searches 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, arraignments 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.

(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, 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:**

- Ability to communicate using speech, vision and hearing.
- Ability to operate a computer and standard business machines including a calculator, keyboard, scanner, facsimile, and copier.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a computer terminal and input/retrieve data for extended periods of time.

**WORK ENVIRONMENT:**

- Works in a standard office environment, normally seated.

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