

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Part-time Deputy
DEPARTMENT: Clerk
WORK SCHEDULE: Approximately 29 hours per week
JOB CATEGORY: COMOT (Computer, Office Machine Operator, Technician)

DATE WRITTEN: December 2008

STATUS: Part-time

DATE REVISED:

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. Perry County 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 Second Deputy for the Perry County Clerk's Office, responsible for maintaining accurate financial records and completing a variety of file preparation, data entry, and public service duties to ensure proper filing of cases and efficient operation of the Clerk's Office.

DUTIES:

Maintains financial accounts and official records, including verifying and balancing monies received, posting receipts and disbursements in Department ledger and designated computer system, and certifying records for accuracy. Assists in preparation of annual Department budget.

Processes Department payroll, submits claims to County Auditor, and distributes payroll checks upon receipt.

Processes filings and pleadings for Circuit Court to include civil and criminal cases, small claims, and juvenile cases. Assigns case numbers, completes necessary paperwork, enters case information and financial records into appropriate fee books and computer, schedules Court dates, and prepares and sends summons. Creates and files case folders and forwards copies to Court.

Continually updates Chronological Case Summaries (CCS) and scans/enters new cases in computer, including filing stamping, obtaining Judge's signature, and distributing orders, summons, body attachments, warrants and other documents as appropriate for individual cases.

Receives and processes various payments, including fines, fees, court costs, restitution, cash bonds, child support and judgments. Establishes payment accounts, posts payments in appropriate fee books and computer, balances funds, and issues receipts and related checks. Assists in balancing daily receipts and printing related reports.

Responds to telephone inquiries and assists individuals at counter, providing information on Court proceedings, receiving payments, verifying case information, and processing and filing a variety of documents/paperwork.

Responds to requests for research on a variety of information and searches Department files and archives as necessary. Prepares copies of and certifies a variety of documents, and updates computer records, files, and fee books accordingly.

Processes passport applications and issues and records marriage licenses, providing certified copies as requested. Compiles statistics and completes monthly report for Indiana State Board of Health.

Communicates frequently with other County departments and state and local agencies, verifying/exchanging information and resolving discrepancies.

Performs a variety of clerical duties, including, but not limited to, copying, filing, and faxing documents, processing certified and regular mail, and maintaining and ordering office supplies as needed. Compiles data, prepares spreadsheets and generates various reports, forwarding to Judge and other offices/agencies as appropriate. Drives to bank and post office as necessary.

Processes incoming/outgoing changes of venue, including reviewing chronological case summaries, receiving/paying and recording fees, preparing, organizing and mailing forms, and entering information in appropriate record books.

Receives and processes traffic infractions, including entering tickets in designated computer system, receiving and receipting payments, and filing applicable paperwork. Forwards original tickets to Bureau of Motor Vehicles (BMV), disseminates and files copies, types required forms, responds to inquiries, and compiles and submits quarterly report to BMV as required.

Processes and files adoptions, estates, wills, and guardianships, including assigning case numbers, completing necessary paperwork, entering case information and financial records into appropriate fee books and computer, and preparing and sending summons. Creates and files case folders and forwards copies to Court.

Processes voter registrations, including verifying addresses, determining correct precincts, and entering data in designated computer program. Assists with pre-election process, including preparing candidacy forms, explaining policies and deadlines, preparing voter lists, ordering and assembling supplies for precincts, preparing and proofreading ballots, processing absentee voter applications, and instructing poll workers.

Provides assistance on Election Day, responding to inquiries from voters, candidates and poll workers, receiving secured ballots, completing forms, and copying and disseminating precinct results.

Periodically attends professional training/seminars as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Knowledge of standard policies, practices, and legal requirements of the Department, with ability to effectively respond to inquiries, take payments, and apply appropriate procedures accordingly.

Knowledge of legal terminology and standard policies and procedures concerning preparation and filing of court documents, with ability to effectively retrieve, update, and review Department files for accuracy and completeness.

Working knowledge of standard bookkeeping practices and budget preparation, with ability to perform arithmetic calculations, maintain complete and accurate financial records, and prepare related financial reports.

Working knowledge of standard 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, documents and written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to perform the statutory duties as prescribed for the County Clerk's Office as authorized by the Clerk.

Ability to operate standard office equipment, including computer, keyboard, calculator, fax machine, postage meter, copier, telephone, printer, and scanner.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, Circuit Court personnel, BMV, banks, collection agencies, State Board of Accounts, and members of the public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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/difficult persons.

Ability to understand, memorize, retain and carry out oral and written instructions.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by service needs of the public and seasonal deadlines. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of departmental policies, practices or expenditures are thought necessary. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks, legally defined procedures, or notification from other departments, agencies, or the public. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Circuit Court personnel, BMV, banks, collection agencies, State Board of Accounts, and members of the public for purposes of exchanging information and resolving discrepancies.

Incumbent reports directly to Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment and at a service counter, involving sitting/standing/walking for long periods, sitting/walking at will, lifting/carrying objects weighing 25-50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains frequent contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours, evenings and/or weekends and may occasionally travel out of town for meetings/training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

Part-
The job description for the position of time Deputy for the 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