

**CLINTON COUNTY JUVENILE COURT
POSITION DESCRIPTION**

Position description:

Deputy Clerk-Juvenile Court

Report to: Juvenile Judge
Senior Deputy Clerk

Civil Service Status:
unclassified, serves at the
pleasure of Juvenile Judge

Employment status:

Full-time, 40 hour week, Monday – Friday 7:30 a.m.-4:30 p.m.
Pay rate based on experience
120 day probationary period,
Benefits: health insurance, retirement, 12 paid holidays

PLEASE EMAIL RESUMES TO: cgreene@clintoncountycourts.org

Job Responsibilities: Assist with the timely and accurate processing of all procedures and documents required of the Clinton County Juvenile Court by proper performance of those requirements and by proper performance of duties as assigned and directed by the Senior Deputy Clerk/Juvenile Judge.

Qualifications: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities indicated in Job Responsibilities and Essential Functions. An example of an acceptable qualification for this position is:

High School diploma or equivalent, with training and/or experience which evidences a knowledge of office practices and procedures and demonstrates skill in typing and MS Word helpful.

Must also be able to become proficient with the Court's computer system. Must have the ability to file documents and information accurately, to establish a courteous and friendly rapport with the public, to concentrate on task at hand and divert quickly to other task, and to follow instructions with accuracy and detail.

Essential Functions: The Deputy Clerk must maintain a professional demeanor and is responsible to maintain the confidences of the Court and demonstrate regular and dependable attendance.

Assist with the public in handling telephone, written, and personal inquiries; provide counter assistance.

Positions Supervised: None

Knowledge, Skills And Abilities:

Knowledge of: department policies and procedures; office practice and procedures; filing procedures; public relations; court process and procedure.

Ability to: interpret policies and procedures; follow instructions; gather and collate information; communicate effectively; maintain cooperative working relationships; copy data

Skill in: typing; MS Word; computers; calculator; copying; following instructions with accuracy and attention to detail and desire ability to type accurately

Equipment Operated: computer, scanner, e-mail, copier/fax, calculator, telephone, postage machine, time stamp machine

This position description in no manner states or implies that these are the only duties and responsibilities which may be required to be performed by the position incumbent. The incumbent will be required to follow instructions and perform duties as assigned by the Judge and Chief Deputy Clerk, or designee.

CLINTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER