

Job Title: Deputy Clerk, Level I
Department: Clerk
Reports to: Elected Clerk of the District Court
FLSA Status: Non-Exempt

NOTICE TO APPLICANTS:

Please read this job description carefully and ask for clarification if you have difficulty understanding the functions of this job.

Please describe any accommodations that you need in order to perform this job.

SUMMARY

Under the general supervision of the Elected Clerk of the District Court, this position's primary responsibilities will include clerical support of the Board of County Commissioners (BoCC) as well as providing deputy court clerk functions under Idaho laws pertaining to the judicial system. This position requires the highest degree of accuracy and attention to detail. This position works daily with Elected Officials, Judges, Attorneys, Law Enforcement Officers, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following:

Deputy Clerk-Board of County Commissioners:

- Clerk all BoCC meetings, including operation of all media and recording software
- Prepare meeting minutes for BoCC review and approval
- Process all supporting documentation provided during meetings
- Coordinate scheduling with citizens, agencies, vendors and employees of the county who request time at Board meetings
- Prepare and post weekly Agendas
- Prepare monthly Synopses of Minutes for approval and publication

Deputy Court Clerk:

- Assists the general public with court related inquires
- Accepts and processes payments for citations, fines and restitutions
- Performs record searches for criminal and civil files
- Reviews criminal and civil documents and verify accuracy
- Handles Database Management for case files
- Receipting and balancing of daily transactions
- Cross trains in other areas to perform the work of absent employees
- Assists with accounting and financial auditing as needed
- Other duties as assigned by Court Clerk supervisors

Notary Public:

- Provide Notarial services upon request
- Bondable

QUALIFICATIONS & SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge **General** - Typing (Minimum 40 wpm) 10-Key, Computer proficiency in Microsoft Word, Excel, Adobe Acrobat, County Recording Software. Operate office equipment including but not limited to computers, copiers, postage meter, scanners and printers.

Abilities **Communication** – Communicates effectively with people at all levels in the county organization and with the general public. Gives specific timely feedback so that work can be accomplished effectively; Gains respect quickly, builds trust and credibility; Demonstrates the ability to persuade and influence others in a positive manner; Confronts interpersonal issues; resolves conflicts; Expresses ideas clearly, candidly and concisely in oral and written communication with few to no spelling and grammar errors; Listens actively and carefully and avoids speaking over others; Conveys a positive image

of self, team, and company using communication techniques; Keep supervisor and/or others informed about progress and problems – avoid surprises.

Customer Service - Manages all interactions with composure, professionalism, and maturity regardless of customer's attitude; Talks to customers (internal or external) to find out what they want and how satisfied they are with what they are getting; Demonstrates technical and business expertise and appropriate urgency in dealing with customer problems/concerns.

Dependability - Comes to work on a consistent basis and does not miss excess amounts of work; Is well prepared for meetings and/or discussions; Assists other team members whenever possible; Can be counted on to complete tasks in a timely manner; Able to remain on task in spite of difficulties that may arise; Can be depended upon even in times of significant complexity and pressure.

Job Knowledge – Demonstrates complete possession of knowledge and skills pertaining to the job/industry and applies it to solve problems; Understands and applies company policies and procedures; Initiates communication as necessary to enhance knowledge that might be lacking; Makes sound recommendations for improving processes, procedures and approaches; Understands job priorities and works accordingly; Takes job coaching and training seriously and applies concepts/skills to the job.

Professionalism – Demonstrates maturity and is tactful in dealing with others; Reacts appropriately to the situations at hand; Handles situations in a calm and objective manner; Maintains tact in addressing difficult, awkward or conflicting situations; Maintains confidentiality for protected and/or sensitive information; Follows company/department protocol at all times; Dresses appropriately for all situations.

Quality of Work - Demonstrates accuracy and thoroughness; Makes minimal errors, mistakes, and omissions, resolving them quickly and thoroughly; Produces quality work consistently; Organizes work to enhance productivity; Uses time effectively and efficiently; Assists others as necessary to make certain that work is completed.

Stress Management – Remains calm under stress; Can effectively handle several problems or tasks at once; Maintains a sense of humor under difficult circumstances; Responds to criticism or coaching without allowing emotions to come into play; Understands that problems will arise and handles them without overreacting.

EDUCATION and/or EXPERIENCE

High School Diploma or Equivalency. Minimum of Two years of experience in customer service-related industry, or equivalent combination of education and experience.

LANGUAGE SKILLS

This position requires the ability to read, analyze, and interpret on the surface general court documents; ability to write reports, business correspondence, and procedure manuals; and the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

- Candidates must be legally employable by a U. S. business.
- A valid driver's license and satisfactory driving record are required. This position may require the candidate have reliable transportation and may drive their vehicle during working hours, and to out of area trainings or conferences. Proof of current vehicle insurance required.

PHYSICAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms and lift up to 25 lbs. The employee is frequently required to talk or hear. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to quiet. This position involves being in an inside office and working in an individual work station in a professional work environment.