



NATRONA COUNTY JOB DESCRIPTION

TITLE: Deputy Clerk	<u>EMPLOYMENT STATUS:</u> <div style="border: 1px solid black; padding: 2px; display: inline-block;">AT-WILL EMPLOYEE</div> FLSA Non-exempt / Regular Employee Regular hours worked 40/week
DEPARTMENT: Clerk of District Court	
SUPERVISOR: Clerk of District Court	
Revised: 10/7/2021 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

SUMMARY:

The Deputy Clerk provides customer service and performs a variety of clerical functions in support of Natrona County Clerk of District Court operations.

ESSENTIAL FUNCTIONS (MAY INCLUDE BUT NOT LIMITED TO):

1. Maintains, retrieves, and files criminal, civil, and probate files.
2. Provides customer service to attorneys, legal personnel, the public, and other relevant parties.
3. Responds to inquiries and provides a variety of information regarding District Court matters.
4. Processes court documents including file stamping and document certification.
5. Receives and processes a variety of payments including fees and fines.
6. Conducts record searches; researches; researches probate, civil and criminal files.
7. Operate a variety of office machines including: Computers, typewriters, printers, copiers, calculators, fax, scanner, telephone system, routine use of full range of word processing and spreadsheet software applications.
8. Dockets and enters data on the court's computer system.
9. Scans court documents as required.
10. Processes required reports when needed.
11. Attends hearings and jury trials; may perform bailiff and clerk duties including swearing- witnesses and reading verdicts.
12. Receipt in financials and daily balancing.
13. Performs other duties as assigned or required.
14. Maintain confidentiality of department information at all times.
15. Adhere to safe work practices and procedures.
16. Attend and participate in staff meetings, safety meetings and related activities; attend workshops, conferences and classes to increase professional knowledge; serve on committees as assigned.



NONESSENTIAL FUNCTIONS:

1. Assist in maintaining office inventory of supplies.
2. Maintain calendar for workload, room use, and Programs.
3. Maintain workspace and materials in a professional manner.
4. Identify and refer office maintenance needs and repairs to the Natrona County Building Manager.

WORKING CONDITIONS:

Office within Natrona County District Clerks Department works with approximately 12 employees and typical office furnishings and equipment; intermittent busy and loud indoor environment; communication via phone, electronically, and in person; interaction with the public, regular interaction with, vendors, and other entities; off-site training.

PHYSICAL & MENTAL DEMANDS:

1. Approximately 80% of the time, remain in a primarily stationary position operating a computer, printer, scanner, telephone, and other office equipment.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Requires maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, twisting upper body.
4. Access and move Program materials from storage areas to Program locations which include onsite, offsite, inside, and outside locations.
5. Establish priorities based on tasks and projects assigned by Clerk.
6. Exchange information and explain policies and procedures to the public.
7. Implement and maintain electronic and physical filing systems, so other office employees can access Program materials and other Office resources.
8. Meet deadlines; solve problems independently and/or with others to meet deadlines.

EDUCATION AND EXPERIENCE

1. High School Diploma or equivalent required
2. Must be at least 18 years of age.
3. One year administrative office work preferred; or an equivalent combination of education and experience.

KNOWLEDGE OF:

1. Modern office procedures, methods, and equipment.
2. Principles and procedures of record keeping.
3. English usage, spelling, vocabulary, grammar, proofreading, and punctuation.
4. Principles and practices used in interacting with the public.
5. Basic mathematical principles.
6. Proper compliance of the notarization process.
7. Techniques for proper telephone etiquette.
8. Numerical, alphabetical and subject matter filing systems.
9. Principles and practices of working safely.

**SKILLED TO:**

1. Operate modern office equipment.
2. Type and enter data at a speed necessary for successful performance.

ABILITY TO:

1. Learn the operations, services and activities of the office.
2. Learn and apply federal, state, and local laws, policies, procedures, codes and regulations.
3. Learn the use and application of computers.
4. Respond tactfully and courteously with the public in responding to requests, inquiries, and complaints.
5. Prepare and maintain accurate and complete records.
6. Understand and follow oral and written instructions.
7. Collect, compile, and summarize information and data.
8. Meet bonding requirements.
9. Communicate clearly and concisely, both orally and in writing.
10. Perform basic mathematical computations accurately.
11. Work and remain calm under stressful conditions.
12. Plan and organize work to meet schedules and deadlines.
13. Determine and maintain confidentiality of sensitive information and data.
14. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
15. To use problem solving skills when determining the action.
16. Establish, maintain, and foster positive and harmonious working relationships with those contacted in course of work.

Employee Name

Signature

Date