

Deputy Clerk I, Clerk of Courts

HURON COUNTY CLERK OF COURTS JOB DESCRIPTION

Title: Deputy Clerk I, Clerk of Courts
Status: Unclassified, Full time, FLSA exempt

Job Summary: This entry level position generally requires minimal experience with court procedures and legal terminology. The incumbent works under the general supervision of the Huron County Clerk of Courts and/or the Chief Deputy of that office. This position includes emphasis on the processing of civil and domestic cases and involves high volume data entry into a computer terminal and general clerical duties. This work requires independent judgment in verifying the accuracy of the information being processed and the ability to use multiple applications. Computer skills are required.

Essential Functions:

- Maintains accurate hard-copy records of all case files.
- Prepares initial case file folders.
- Clips documents into the case file in the appropriate order.
- Ensures all files are signed in or out and filed consistent with standards.
- Prepares files for the court ensuring they are complete, accurate, and in order.
- Copies, certifies, and collects fees for file and document requests.
- Provides exceptional customer service.
- Assists customers at the counter and over the telephone.
- Reviews documents presented.
- Determines fees and collects payment and receipts and posts collected payments.
- Assists with office bookkeeping duties.
- Answers any customer related questions.
- Dockets appropriate information for pleadings in an accurate and timely manner.
- Generates statistical reports as required.
- Scans documents for the case file database.
- Performs basic quality assurance including identifying recording errors.
- Corrects recording errors and reports any potential problems.
- Maintains regular and predictable attendance.
- Assists co-workers and cross-trains on new skills.

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- Develops and maintains effective working relationships.
- Performs other duties as assigned.

Preferred Knowledge and Skills:

- Exhibit professionalism in manner and appearance.
- Excellent comprehension and the ability to learn quickly.
- Detail oriented and accurate.
- Exhibit motivation, a positive and helpful attitude, and commitment.
- Ability to multi-task and work in a fast-paced environment where excellent customer service is required.
- Familiar with Microsoft programs.
- Ability to type 40-60 words per minute.
- Ability to proofread technical materials, recognize errors and make corrections.
- Ability to communicate effectively.
- Understand a variety of written and/or verbal communication.
- Ability to operate in an efficient and focused manner.

Required Education and Experience:

- High school graduate/GED.

Preferred Education and Experience:

- One year clerical and data entry experience.

Equipment Operation:

All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

Work Environment:

Work is performed indoors in a climate-controlled office setting. Incumbent must be able to bend, stoop, stand, traverse to other areas, go up and down steps, and sit for prolonged periods. Must be able to read and write and operate office equipment, such as scanners, computers, and telephones. Must be able to perform the essential functions of the position with or without reasonable accommodation.

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Huron County Clerk of Courts:

Signature: _____

Date: _____

Employee: _____

Date: _____

Date placed in employee's file: _____

Rev. 9-17-20