

City of Clinton

DEPUTY COURT CLERK

NATURE OF WORK

This is general and technical work of some complexity and variety which involves the responsibilities for all matter pertaining to the operation of the city court.

Work of this class involves the performance of routine clerical and office tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of the work and on new assignments. Routine work may be performed more independently and initiative may be exercised as experience is gained. Although skilled and rapid typing is an essential duty, the volume of typing varies in this class. Employees are required to exercise tact and sound judgement in dealing with the public. Work is usually reviewed in progress; for accuracy upon completion; through reports, conferences, and accomplishment of desired results.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one (1) position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Make all entries into the Criminal, Ex-Officio, and Parking Violations Dockets. Take and process all affidavits on crimes that were committed in the City of Clinton.

Prepare court attendance list for court sessions, making proper copies for dissemination.

Attends all court sessions and records (manually or mechanically) court activities and judicial findings.

Prepares and maintains of all court files and records. Furnishes court records information to the public and performs manual or machine data processing.

Process and mail results of all testing requirements, police and court records, to the applicable federal, state or county agencies.

Process all applicants for MASEP participants as per orders of the Court.

Process all applicants for the Work Release Program as per orders of the Court.

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Types forms, letters, memorandums, reports, tabulations, statements, various card records and other materials from rough draft, or detailed instructions.

Operates adding machines, calculators, copying machines, typewriters and other office equipment.

Maintains files on relatively complex subject matters; files classified materials; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of English, spelling, punctuation, and arithmetic.

Knowledge of modern office practices, procedures, equipment, and standard clerical techniques.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to post entries from supporting documents to ledgers and journals, and to write legibly.

Ability to make mathematical calculations rapidly and accurately.

Ability to understand and follow oral and written instructions.

Ability to express ideas effectively, orally, and in writing.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Skill in operating a typewriter, must type a minimum of 50 words per minute on a typing test.

Must have and maintain a valid Mississippi vehicle operator's license to drive a City vehicle.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school or acceptable equivalent, including or supplemented by courses in commercial subjects.