



Position Description

Perry County Juvenile Court Deputy Clerk *Custody/Paternity Division*

General Nature of Work: The Deputy Clerk is an employee of the Judge, under the direct supervision of the Magistrate and Court Administrator. The Deputy Clerk performs tasks necessary for efficient and effective daily operations of the Perry County Juvenile Court to include clerical functions, processing cases, compiling reports, data entry, customer service, record keeping, problem solving, maintaining confidential records, and receipting money. Must be able to adapt and learn how to use computer and software systems. This is a full-time position eligible for medical benefits, sick time, vacation time, and paid holidays as prescribed by county regulations. Regular working hours are Monday-Friday, 8:00am-4:00pm.

Essential functions – *examples of duties:*

- Process all custody/paternity cases, including preparing documents for signatures, recording, and sending accurate disposition information to appropriate entities, making docket entries, typing official court entries, and sending notices.
- Maintain court docket of scheduled cases for Magistrate, coordinating with Juvenile & Probate schedules.
- Accept payments for bonds, fines, court costs, etc.
- Run recording equipment and swear in witnesses during hearings and trials.
- Respond to customer inquiries and public record requests.
- Prepare and coordinate service processing for summonses, subpoenas, etc.
- Maintains case records and retention. Responsible for filing and organizing.
- Work closely with other agencies including Perry County Child Support Agency and the Assistant Prosecutor's Office.
- Assist in the billing to the Department of Job & Family Services for IV-D services.
- Maintain purchase orders and pay all invoices related to the operation of the department.
- Assist co-workers in maintaining all aspects of the court process.
- Other duties as assigned.

Required Skills/Knowledge:

- Possess at least one year of experience in a similar court and/or legal setting.
- Ability to master current concepts and practices of the Perry County Juvenile Court with a willingness to continually learn.
- Ability to work in a stressful, fast paced environment.
- Ability to establish and maintain effective and friendly working relationships with fellow employees, the public, and stakeholders.
- Using sound judgement and common sense, can exercise discretion, and confidentiality.
- Ability to prioritize workload with accuracy, efficiency, and organization.
- Ability to understand judicial and court procedures required.
- Ability to perform job with minimal direction using a high degree of independent judgement.
- Possess basic math skills required for collection, distribution, and documentation of funds.
- Graduation from a standard high school or the equivalent. An Associate's or Bachelor's degree is preferred but not required.

Physical Requirements:

- Sit for extended periods of time.
- Talk and listen to court customers, co-workers, and the public.
- Lift and move objects weighing up to 25 lbs.
- Operate office equipment such as multi-line telephone, computer, fax machine, copier, court recorder, etc.
- Travel to bank, post office, and mail meter to accomplish daily tasks.