

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	CIRCUIT COURT DEPUTY CLERK II
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Circuit Court Clerk in the efficient and equitable operations of the Circuit Court. A Deputy Clerk II is a deputized officer of the Circuit Court and is charged with upholding the local rules of that court, the statutes of the State of Tennessee, and the Constitution of the United States without prejudice, partiality or favor. A Deputy Clerk II is the second working level class in the series and performs work with general supervision. A Deputy Clerk II reports to and is directly supervised by the Chief Deputy.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs duties related to processing Court Orders that include: taking lodged orders to Judges' offices and collecting Judge signed orders, mailing original lodged order to out of town judges, helping when Judges need additional information pertaining to orders, entering Judge signed orders on the computer, reading orders and carrying out requests per Court Order, giving copies of orders to appropriate office personal, sending out copy requests of orders, running signed orders on the minute book, correctly putting reference numbers on original orders, indexing said orders in minute book, and communicating with the public, attorneys, judges, and governmental offices on the status of lodged and entered orders. (Minute book duties are not applicable to assignment to General Sessions.)

Acts as assistant to Circuit Court Clerk

Attends court

Records and maintains custody of court minutes in required system

Maintains detailed court calendar

Resets court dates

Impanels records

Records court proceedings

Processes and enters court file and minutes

Maintains custody of exhibits

Responsible for the efficient operation of the court

Receives money for payment of fees, etc.
Records transactions

Issues receipts

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Balances payments and receipts

Forwards as appropriate

Processes daily bank deposit

Generates report from computer

Verifies and balances deposit

Uses various types of electronic data, word processing, and information processing technology to obtain, originate, verify or modify information in areas such as case management, document review, and maintenance of court or administrative records

Examines court documents to ensure their accuracy, completeness and legal sufficiency

Contacts attorneys or parties to the case if submitted documents do not comply with procedures

Processes appeals

Prepares court documents including dockets, orders, and violations of notices of appearance, consents of pleas, and other court forms to be submitted to the Judge for signature

Communicates with outside agencies including police and attorneys of records to coordinate the court's activities with said agencies

Assists attorneys and parties to the case in moving cases on the calendar by accepting affidavits, motion papers or other court documents, or otherwise by having all parties ready for the trial or conference

Interprets orders, decisions, judgments, pleadings and motions to determine the directives of judges and the relief sought by attorneys and parties to the case

Gathers and maintains case documents to ensure permanent recordkeeping; compiles statistical information as required

Performs receptions functions

Answers telephone calls and greets customers

Screens calls ascertains nature of business

Provides information and assistance

Directs callers/customers to appropriate personnel or designation

Records/relays messages

Initiates and returns calls as necessary

Performs customer service functions

Receipt court cost payments

Provides information/assistance regarding department services, activities, procedures, fees, or other issues

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Distributes forms/documentation as needed

Responds to routine questions, complaints or requests for service

Performs general clerical tasks, which may include making copies, distributing documentation, sending/receiving faxes.

Processing incoming/outgoing mail

Sorts, organizes, opens and/or distributes incoming mail; signs for incoming packages

Prepares outgoing mail for pickup

Maintains file system of department records

Prepares and sets up files

Sorts/organizes documents filed

Files documents in designated order

Receives various forms, reports, correspondence, policies, procedures, codes, manuals, directories, reference materials, or other documentation

Completes, processes, forwards or retains as appropriate

Operates a computer to enter, retrieve or modify data

Performs data entry functions by keying data into computer

Verifies accuracy of entered data and makes corrections

Utilizes word processing, e-mail or other programs

Performs basic maintenance of computer system and office equipment, such as backing up data

Conducts research functions as needed

Communicates with supervisor, employees, other departments, customers, law enforcement personnel, attorneys, the public, outside agencies and other individuals

Maintains confidentiality of departmental documentation and issues

Tends to customers' needs at the front desk when necessary

Completes child support reports

Issues child support checks

Faxes agreements and protective orders

Completes billing for agreements and protective orders

Completes follow-up on protective orders to ensure they are received

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Composes follow-up letter for court costs on protective order cases; completes executions on protective order court costs

Reviews protective order case on docket

Enters protective orders into computer

Sends out copies of protective orders to law enforcement and other parties

Expunges records on protective order cases

Communicated with sheriff's department regarding status of orders of protection

Prepares paperwork and calculates costs on Court of Appeals matters

Communicates motion and trial dates to law offices

Posts settlement conferences and pre-trial conferences on computer and docket book

Prepares orders on Pro Se cases as needed by judges

Tracks old Ex Parte orders and performs docket call

Delivers Ex Parte orders to judges

Writes jurors written excuses for coming to court

Ability to sit in court for extended periods of time without breaks

Strong reading skills and comfort level reading aloud orders in court

Strong listening skills for recording court orders, judgments, and other court appointed actions

Ability to concentrate for extensive periods of time while court is in session

Take directives given by judges and successfully communicate to all effected parties

Strong customer service skills interacting with all participants in the legal process frequently

Completes work at assigned work station as determined by supervisor

Must work hours as scheduled

ADDITIONAL FUNCTIONS

Performs basic cleaning/housekeeping tasks associated with maintaining work area

Performs other related duties as required

MINIMUM QUALIFICATIONS

Associates degree; supplemented by three (3) years previous experience and/or training involving legal office work, office administration, public interaction, and personal computer operations as well as one (1) year experience working as Deputy Clerk I or one (1) year working in a court environment; or any equivalent combination of education, training, and

experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Must possess a comprehensive knowledge of the terminology used within the department and be able to determine, decipher, organize, prepare and maintain an assortment of legal documents and information in an effective manner associated with the preparation of applicant's transaction

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Must be able to communicate effectively with supervisors and other staff members

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the knowledge and ability to operate various machinery including a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, telephone, etc

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs. Requires the mathematical ability to handle required calculations

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to plan, organize, and prioritize daily assignments and work activities and to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Requires the knowledge of software programs relevant to position

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Requires the ability to comprehend and apply regulations and procedures of the department and be capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 1.5 Maximum Continuous Time: 15 minutes

2. SITTING

Estimated Total Hours: 6.5 Maximum Continuous Time: 4 hours

3. LIFTING/CARRYING

Objects: More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: on occasion

5. CLIMBING

Tasks: retrieving items from top shelf in storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>95</u> % of time
Outside	<u>5</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT, AND MATERIALS USED

Computer, adding machine, copier, printer, scanner, fax, laptop, phone, office supplies

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		hourly
Grasp	X		Hourly
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date