

POSITION DESCRIPTION

Class Title:	Deputy Court Clerk - PT	Job Classification: Non-Exempt
Department:	Judicial	Grade Number: 3
Division:		
Date:	11/2025	Location:

GENERAL PURPOSE

Performs a wide variety of routine clerical and data entry work for the Municipal Court in compliance with state regulations as directed by the Municipal Court Clerk. This is a 20 to 24-hour-per-week position.

SUPERVISION RECEIVED

Works under the general supervision of the Court Clerk.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude those statements from the position if the work is similar, related, or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Some of the duties will be required on a limited basis and under the supervision of the Court Clerk.

- (A) Assists in administering criminal proceedings and docketing.
- (B) Files records.
- (C) Processes deferrals, jail sentences, probations, and pre-sentence matters.
- (D) Assists in the coordination of court matters with defendants, defense counsel, City Prosecutor, police department, jail, alcohol agencies, and other levels of the criminal justice administration system.
- (E) Receipts, accounts for, and deposits monies for bail, fines, forfeitures, and other court penalties and fees.
- (F) Assists in the preparation of court dockets and files; checks with jails for special hearings.
- (G) Receives, logs, and indexes incoming filings, citations, and complaints, and enters data into the computer.
- (H) Responds to counter, telephone, and written inquiries.
- (I) Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint.
- (J) Performs initial filing of all papers, dockets, index cards, case files, and dispositions and case-related correspondence.

- (K) Processes Failure to Pay, Failure to Comply, and Failure to Appear notices.
- (L) Constructs new case filings, filing and retrieving documents as necessary.
- (M) Prepares files for court use; processes timely notices to defendants of arraignments, trials, and hearings.
- (N) Responds to requests for criminal records.
- (P) Responds to requests from the Municipal Judge, City Prosecutor, Police Department, and others for assistance and information; processes discovery activity required from the office.

PERIPHERAL DUTIES

Assist other personnel or departments as needed and other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. Graduation from a high school, including or supplemented by courses in general office practices and typing, or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- B. One (1) year of increasingly responsible related experience, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures;
- B. Proficiency in operating listed tools and equipment.
- C. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone, copy machine, fax machine, scanning machine, postal machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Candidate must have the ability to handle frequent Interruptions, and be able to deal with a wide variety of people, some of whom may be irate, difficult, or even dangerous. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually quiet with interruptions.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, criminal background check, reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

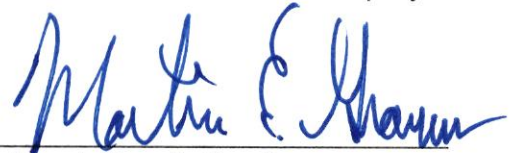
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____



Supervisor

Approval: _____



Appointing Authority

Effective Date: _____

14 Nov 2025