



# HAMILTON COUNTY

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## DEPUTY DISTRICT CLERK JOB DESCRIPTION

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**Job Title:** Deputy Clerk

**Reports To:** District Clerk

**Department:** District Clerks Office

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**Job Summary:** Responsible for learning and performing the duties associated with case management activities for criminal, civil and family cases before the District Court from the initial filing to final disposition. Requires someone who enjoys working in a structured, organized and constantly changing environment. Must learn and apply many statutes and procedures with close attention to detail to ensure accuracy of work. Must provide excellent and confidential customer service providing a diverse range of information to individuals. This position functions as an assistant to the District Clerk.

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### **Duties and Responsibilities:**

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1. Performs all functions of the District Clerk in her absence.
2. Interacts with judiciary, department heads, elected officials, other County staff and the general public to resolve problems, provide information and communicate ideas.
3. Researches, develops and generates data and reports.
4. Executes passport applications according to guidelines as outlined by the US Department of State. Takes passport photographs as necessary.
5. Receives and reviews incoming documents to determine conformity to court procedures, laws and rules. Routes documents to proper offices.

6. Records and scans incoming documents, case proceedings and dispositions into the Court's case management system. Processes court orders, notices and reports in accordance with business practices and established procedures.
7. Receives and records all fees, fines, bonds, or other receipts submitted to the District Clerk's Office.
8. Receives, answers and routes telephone calls to appropriate parties. Provides assistance to the public in their requests for information.
9. Learns court procedures and rules. Ensures quality of court records by reviewing files and monitoring various reports so that the Court's records are maintained accurately and timely.
10. Records and digitize court documents thoroughly and accurately into the Court's case management system.
11. Performs other duties as assigned.

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**Minimum Qualifications:**

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1. Requires a high school diploma.
2. Knowledge of general office procedures, preferably in a legal setting.
3. Ability to effectively communicate verbally and in writing with the public and coworkers.
4. Skilled in operation and use of office equipment. Knowledge of standard software applications.
5. Confidentiality regarding all matters in this office is mandatory.