

Deputy Clerk I
Pulaski Circuit Court Clerk's Office

Department: Circuit Court Clerk's Office

Reports to: Clerk of Circuit Court

Supervision Exercised: None

Supervision Received: Work is performed under daily supervision

Classification (FLSA): Non-Exempt, Full-Time

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m.

ESSENTIAL FUNCTIONS: Serves as a Deputy Clerk I for the Clerk for the Circuit Court's Office, providing excellent customer services skills, which consists of greeting the public, answering the phone, recording documents and issuing receipts, licenses and related paperwork. This Position requires physical presence on the job.

JOB REQUIREMENTS: An individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. This position must maintain professionalism and confidentiality at all times.

RESPONSIBILITIES:

- Greeting the public and exhibiting excellent customer service skills
- Answering the telephone
- Opening and processing mail
- Assisting clients with recording documents, issuing marriage licenses, researching various records, issuing receipts for payments, processing various filings, completing applications and petitions

KNOWLEDGE SKILLS AND ABILITIES:

- Computer skills – Proficient with current Microsoft Office Suite of programs, as well as ability to learn other programs for use in daily work
- Proficient in using variety of office equipment
- Possess good writing and communication skills

ADA REQUIREMENTS: Ability to frequently move and position oneself in a variety of positions to perform office tasks; Move items weighing up to 50 pounds; Constant use of the visual and auditory senses.

EDUCATION AND EXPERIENCE:

- High School diploma (or equivalent) required.
- Associate's Degree in Business, Legal Assistant/Paralegal, or equivalent in education and/or experience preferred.
- Knowledge of court system and prior use of Virginia Supreme Court systems preferred.

PROFESSIONALISM AND CONFIDENTIALITY:

- Abide by all clerk's office policies and procedures
- Understand and consistently implement all Circuit Court Clerk's Office policies and procedures.
- Share with and assist other staff with day-to-day activities to promote effective teamwork and accomplish the goals of the Circuit Court Clerk's Office.

TRAINING AND JOB DEVELOPMENT:

- Participate in conferences, webinars, and other opportunities to reinforce knowledge of clerk's office procedures.

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. The Circuit Court Clerk reserves the right to revise or change job duties as the need arises and reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date