

PART-TIME DEPUTY COURT CLERK- ELM SPRINGS DISTRICT COURT
24-29 Hours/Weekly with probability of Full-Time within 6 months
IN PERSON APPLICATIONS ONLY

JOB DUTIES

1. Work directly with the community in answering questions in person, by telephone, fax and email. Routes citizens to the correct agencies.
2. Operate Virtual Justice Computer Program for all court data entry and retrieval of court dockets, forms and reports.
3. Maintain all the court records in an accurate manner.
4. Operate a computer to prepare correspondence, reports, etc. utilizing applicable software.
5. Respond to requests from Attorneys, Law Enforcement Agencies and other City, County, State and Federal Agencies with accurate information in a timely manner.
6. Collect money for fines and filing fees.
7. Maintain files of cases, warrants and correspondence in the correct filing system, be it alphabetical or numerical.
8. Perform general office tasks such as copying, faxing, etc.
9. Follow written and oral instructions.
10. Work flexible work hours. COURT DAYS ARE REQUIRED NO EXCEPTIONS.
11. Travel for continuing education that may require overnight stay. This duty is performed as needed.
12. Work independently and be self-motivated, but also as a team with co-workers.
13. Follow the appropriate steps to complete paperwork after a court session.
14. Issue warrants.
16. Perform any other related duties as required or assigned. To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily.
UNDER IMMEDIATE SUPERVISION, WITH PERIODIC CHECK OF PERFORMANCE BY SUPERVISOR.
17. Must pass a background check.

EDUCATION AND EXPERIENCE: High school or GED, plus specialized schooling and/or on the job education in a specific skill area; data processing, clerical/administrative, equipment operation, etc.
*Previous 'Virtual Justice' software experience is a plus.

COMMUNICATION SKILLS: Ability to effectively and accurately communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Bi-lingual strongly preferred.