

The Henry County Clerk of Courts has a full-time opening for the position of Deputy Clerk. The position is a 35 hour, per week, position, working Monday through Friday, 8:00 a.m. to 4:00 p.m. The position is a COMOT III, non-exempt, with an annual salary of \$30,529. Benefits are available after a probationary period, which include medical, dental, vision, and other elective selections for life, wellness and health policies.

The incumbent serves as Deputy Clerk for the Henry County Clerk's Office, responsible for completing a variety of file preparation, data entry, and public service duties to ensure proper filing of cases and efficient operation of the Clerk's Office. A copy of the job description for the position of Deputy Clerk is provided for view of duties, job requirements and responsibilities.

Please submit a cover letter, resume, and general application (attached), to include three professional references, via email, to Jenny Grubbs, Henry County Clerk of Courts, jgrubbs@henryco.net, on or prior to Thursday, August 12, 2021, by 2:00 p.m. Please place "Position of Deputy Clerk" in the subject line for the application process.

Henry County Government Offices is an Equal Opportunity Employer

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Deputy Clerk
DEPARTMENT: Clerk
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 1999 **STATUS:** Full-time **DATE REVISED:** July
2015 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Clerk for the Henry County Clerk's Office, responsible for completing a variety of file preparation, data entry, and public service duties to ensure proper filing of cases and efficient operation of the Clerk's Office.

DUTIES:

Processes new filings and related legal actions, such as criminal, juvenile, paternity and adoption cases, citations, summons, warrants, and notices of hearings, including file stamping, opening, and entering cases in Odyssey program, entering hearing dates, and copying and distributing by Sheriff or certified/signature confirmation.

Processes Proceeding Supplementals for Circuit Courts.

Enters Sheriff Returns for all County Courts.

Receives and processes various payments, including fines, fees, court costs, restitution, cash bonds, child support, and judgments. Balances cash drawer with report at the end of each day.

Updates names and addresses in computer.

Runs reports for weekly Court hearings and pulls files needed for Court.

Closes cases, enters judgments and fees, and labels and stores files as appropriate.

Performs general office duties, such as certifying, copying, scanning and distributing a wide variety of documents, and processing mail.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and/or directing callers to appropriate individual or department. Assists general public, providing information on Court proceedings, locating records, preparing Pro Se documents, processing traffic violations and extensions, verifying case information, receiving/receipting payments, and processing, filing, and copying a variety of documents/paperwork.

Enters protective orders and releases on computer and notifies appropriate parties. Prepares and records court-ordered attachments and delivers to appropriate departments. Enters state tax warrants and releases on judgment dockets and maintains related files.

Assists with County Election process as required.

Assists other Courts with entering documents, pulling files, and maintaining related paperwork.

Performs duties of other co-workers in their absence or as needed to maintain department operations.

Periodically attends training/conferences as scheduled by Henry County Clerk.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to be bonded by the County.

Knowledge of standard practices and legal requirements of the Clerk's Office and ability to effectively respond to inquiries, take payments, and apply appropriate procedures accordingly.

Knowledge of legal terminology and standard policies and procedures concerning preparation and filing of Court documents, with ability to effectively retrieve, update, and review Department files for accuracy and completeness.

Working knowledge of standard office procedures and computer software programs used by the Clerk's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports.

Knowledge of basic filing systems and ability to create and maintain department files/records.

Ability to operate standard office equipment, including computer, calculator, fax machine, postage meter, copier, telephone, and scanner.

Ability to effectively communicate orally and in writing with co-workers, other County personnel, Courts, Prosecutor's Office, Public Defender, Probation, Department of Child Services (DCS), attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, classify and analyze data, and make determinations based on data analysis.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules and deadlines.

Ability to establish priorities and accomplish multiple tasks in a limited time.

Ability to apply knowledge of people/locations, plan/layout work assignments, and manage time and resources effectively.

Ability to occasionally work extended hours and occasionally travel out of town for training, but not overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and practices with work priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in incumbent's work are primarily detected or prevented through standard bookkeeping checks, legally defined procedures, or notification from other departments/agencies/public. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact co-workers, other County personnel, Courts, Prosecutor's Office, Public Defender, Probation, DCS, attorneys, and the public for purposes of exchanging/explaining information and maintaining cooperative work relationships.

Incumbent reports directly to Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting & walking at will, keyboarding, lifting/carrying boxes/ledgers weighing under 25 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling/stooping, climbing ladders in file room in basement, close/far vision, color/depth perception, handling/grasping/fingering objects, hearing/communication, and speaking clearly. Incumbent maintains frequent contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours and occasionally travels out of town for training/conferences, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Clerk for the Clerk’s Office, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Name Print/Type