

JOB DESCRIPTION

Performs intermediate skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision.

Minimum Qualifications

The most competitive candidates will possess:

High School diploma or equivalent required. Most competitive applicants will have considerable court, business, or office related experience. Applicants should be highly organized and possess significant knowledge, skills, and abilities in personnel management, time management, and performance management. Excellent written and verbal communication skills and advanced knowledge of office automation systems and computer software required. Court experience and experience handling money preferred. Must be able to multitask and assume additional responsibilities as assigned by management.

Physical Demands and Work Environment

Work is primarily performed in an office and courtroom setting. Duties require the ability to sit, stand, walk, bend, reach, and operate standard office equipment. The employee may be required to lift or carry items weighing up to approximately 10 pounds. Reasonable accommodations may be made.

TYPICAL TASKS

- Receives incoming calls, answers questions, and provides information on Circuit Court matters: assist the public, attorneys, and other public agencies with general information, completing forms, filing, examines and returns all recorded documents.
- Collects fees, fines and court costs using financial management system; opens, closes and balances cash drawer; prepares deposit.
- Records deeds, deeds of trust; etc.
- Issues marriage licenses
- Processes gun permit applications; prepares permits and letters.
- Assist in preparation of jury petition list.
- Processes incoming and outgoing mail.
- Data entry CMS and in various software programs.
- Probates wills and prepares all necessary documents for wills to be probated; schedules probate appointments; indexes probate documents.
- Performs related tasks as required.