

BLAND COUNTY CIRCUIT COURT CLERK'S OFFICE
POSITION DESCRIPTION
General Office Clerk/Deputy Clerk

Working Title: Deputy Clerk
Immediate Supervisor: Rebecca I. Johnson, Clerk

Position Information:

Chief Objective of this Position:

Assist in the day-to-day operation of the Circuit Court Clerk's Office: and perform any and all jobs or tasks that occur in the Clerk's Office.

Tasks and Duties:

Assist with overall daily operation of office to include:

Document receipting and recordations.

CCMS and RMS operation and management to include indexing and scanning. FMS reports and related functions.

Assist with Court administration and operation.

Data compilation and reports (Game license report, marriage license reports and adoption reports)