RUTHERFORD COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CIRCUIT CIVIL COURT DEPUTY CLERK II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Circuit Court Clerk in the efficient and equitable operations of the Circuit Court. A Deputy Clerk II is a deputized officer of the Circuit Court and is charged with upholding the local rules of that court, the statues of the State of Tennessee, and the Constitution of the United States without prejudice, partiality or favor. A Deputy Clerk II is the second working level class in the series and performs work with general supervision. A Deputy Clerk II reports to and is directly supervised by the Chief Deputy.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs duties related to processing Court Orders that include: taking lodged orders to Judges' offices and collecting Judge signed orders, mailing original lodged order to out of town judges, helping when Judges need additional information pertaining to orders, entering Judge signed orders on the computer, reading orders and carrying out requests per Court Order, giving copies of orders to appropriate office personal, sending out copy requests of orders, running signed orders on the minute book, correctly putting reference numbers on original orders, indexing said orders in minute book, and communicating with the public, attorneys, judges, and governmental offices on the status of lodged and entered orders. (Minute book duties are not applicable to assignment to General Sessions.)

Acts as assistant to Circuit Court Clerk.

Attends court; records and maintains custody of court minutes in required system.

Maintains detailed court calendar; resets court dates; impanels records; records court proceedings; processes and enters court file and minutes; maintains custody of exhibits.

Responsible for the efficient operation of the court.

Receives money for payment of fees, etc.; records transactions; issues receipts; balances payments and receipts; forwards as appropriate.

Processes daily bank deposit; generates report from computer; verifies and balances deposit.

Uses various types of electronic data, word processing, and information processing technology to obtain, originate, verify or modify information in areas such as case management, document review, maintenance of court or administrative records.

Examines court documents to ensure their accuracy, completeness and legal sufficiency; contacts attorneys or parties to the case if submitted documents do not comply with procedures.

Processes appeals.

Prepares court documents including dockets, orders, violations of notices of appearance, consents of pleas, and other court forms to be submitted to the Judge for signature.

Communicates with outside agencies including police and attorneys of records to coordinate the court's activities with said agencies.

Assists attorneys and parties to the case in moving cases on the calendar by accepting affidavits, motion papers or other court documents, or otherwise by having all parties ready for the trial or conference.

Interprets orders, decisions, judgments, pleadings and motions to determine the directives of judges and the relief sought by attorneys and parties to the case.

Gathers and maintains case documents to ensure permanent recordkeeping; compiles statistical information as required.

Performs receptions functions; answers telephone calls and greets customers; screens calls ascertains nature of business; provides information and assistance; directs callers/customers to appropriate personnel or designation; records/relays messages; initiates and returns calls as necessary.

Performs customer service functions; receipt court cost payments.

Provides information/assistance regarding department services, activities, procedures, fees, or other issues; distributes forms/documentation as needed; responds to routine questions, complaints or requests for service.

Performs general clerical tasks, which may include making copies, distributing documentation, sending/receiving faxes.

Processing incoming/outgoing mail; sorts, organizes, opens and/or distributes incoming mail; signs for incoming packages; prepares outgoing mail for pickup.

Maintains file system of department records; prepares and sets up files; sorts/organizes documents filed; files documents in designated order.

Receives various forms, reports, correspondence, policies, procedures, codes, manuals, directories, reference materials, or other documentation; completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, e-mail or other programs; performs basic maintenance of computer system and office equipment, such as backing up data.

Conducts research functions as needed.

Communicates with supervisor, employees, other departments, customers, law enforcement personnel, attorneys, the public, outside agencies and other individuals.

Maintains confidentiality of departmental documentation and issues.

Tends to customers' needs at the front desk when necessary.

Completes child support reports; issues child support checks.

Faxes agreements and protective orders; completes billing for agreements and protective orders; completes follow-up on protective orders to ensure they are received; composes follow-up letter for court costs on protective order cases; completes executions on protective order court costs.

Reviews protective order case on docket; enters protective orders into computer; sends out copies of protective orders to law enforcement and other parties; expunges records on protective order cases; communicated with sheriff's department regarding status of orders of protection.

Prepares paperwork and calculates costs on Court of Appeals matters.

Communicates motion and trial dates to law offices; posts settlement conferences and pre-trial conferences on computer and docket book.

Prepares orders on Pro Se cases as needed by judges; tracks old Ex Parte orders and performs docket call; delivers Ex Parte orders to judges.

Writes jurors written excuses for coming to court.

Ability to sit in court for extended periods of time without breaks.

Strong reading skills and comfort level reading aloud orders in court.

Strong listening skills for recording court orders, judgments, and other court appointed actions.

Ability to concentrate for extensive periods of time while court is in session.

Take directives given by judges and successfully communicate to all effected parties.

Strong customer service skills interacting with all participants in the legal process frequently.

ADDITIONAL FUNCTIONS

Performs basic cleaning/housekeeping tasks associated with maintaining work area

Performs other related duties as required

MINIMUM QUALIFICATIONS

Associates degree; supplemented by three (3) years previous experience and/or training involving legal office work, office administration, public interaction, and personal computer operations as well as one (1) year experience working as Deputy Clerk I or one (1) year working in a court environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Must possess a comprehensive knowledge of the terminology used within the department and be able to determine, decipher, organize, prepare and maintain an assortment of legal documents and information in an effective manner associated with the preparation of applicant's transaction.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Must be able to communicate effectively with supervisors and other staff members.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the knowledge and ability to operate various machinery including a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, telephone, etc.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs. Requires the mathematical ability to handle required calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to plan, organize, and prioritize daily assignments and work activities and to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Requires the knowledge of software programs relevant to position.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Requires the ability to comprehend and apply regulations and procedures of the department and be capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**
   Estimated Total Hours: __1.5__ **Maximum Continuous Time:** 15 minutes

2. **SITTING**
   Estimated Total Hours: __6.5___ **Maximum Continuous Time:** 4 hours

3. **LIFTING/CARRYING**
   Objects: More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. **PUSHING/PULLING**
   Objects: on occasion

5. **CLIMBING**
   Tasks: retrieving items from top shelf in storage room
   Device: Ladder
   Height: 9 feet from ground
   Frequency: Occasionally

6. **BENDING/SQUATTING/KNEELING**
   Tasks: getting files
   Frequency: daily

7. **REACHING**
   Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20”	Down	Daily		<5lbs
21-36”	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	___95___ **% of time**
Outside	___5___ **% of time**

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date