

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Part Time Deputy Clerk
DEPARTMENT: Clerk
WORK SCHEDULE:
JOB CATEGORY: COMOT IV (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2006 **STATUS:** Part-Time
DATE REVISED: September 2011 **FLSA STATUS:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte 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 LaPorte County Clerk's Office, responsible for maintaining files, receiving and disbursing child support payments, and assisting the public.

DUTIES:

Maintains official Clerk's records and files related to Criminal, Civil, Domestic Relations, Protective Orders, Mortgage Foreclosures, Probate, Mental Health, Child Support Orders, Juvenile CHINS, and Juvenile Delinquent cases, sorts docket sheets, places orders in order book, and indexes and cross-references records for convenient retrieval. Copies a variety of orders from order books as required.

Initiates and prepares new files for new small, plenary, and civil claims and probate and delinquency cases, calculates costs, types dockets and labels, notifies individuals involved of court appearances, and indexes and cross-references information. Mails notices to appropriate parties involved in estate or guardianship litigation, and certifies documents. Follows up on estates and guardianships and sends notices to newspapers.

Maintains an index of civil and estate cases filed daily. Prepares monthly reports to Circuit Court pertaining to the estates.

Pulls files weekly for court calendar and as needed by the court, including occasionally preparing files for appeal process. Moves files to make room for new ones and retrieves records from microfilm as needed.

Receives fees, prepares and issues receipts for garnishment payments, and files fees and other charges received from citizens.

Releases money received from garnishment quarterly, protects checks, posts to proper journal, and mails to appropriate financial institution or attorney.

Records fees in Fee Book and judgments in Judgment Book and computer, maintains Judgment Report and Judgment Book, cross-references information as required, and types and processes citations for cases.

Certifies a variety of court records, affixing appropriate stamp and certifications, and entering appropriate information into computer. Enters D Felony arrests, bonds, and other related documentation and Pre-Trial Conference information into the computer.

Receives certified foreign judgments and records and indexes information as required. Maintains notary public and alcoholic beverage records.

Receives order to venue cases to and from other counties and copies files, consolidates cases, calculates and collects fees changed, and enters in appropriate journals. Transfers files that are venued out.

Processes tax warrants against individuals owing back state taxes and records costs and satisfactions. Processes mental health and work force development filings.

Researches records on court cases upon request of attorneys or other parties, prepares copies, and files official records into computer.

Prepares, types, and files warrants, attachments, subpoenas, and other court notices for services by mail or Sheriff.

Assists with issuance of Sheriff Sale by completing necessary forms, certifying judgments, and posting information in Execution Book.

Issues regular, revocation, and bench warrants and body attachments.

Records breath test operator certifications, recertifications, and lis pendens.

Posts balances in appropriate ledger and separates by fund cash receipted and dispersed through the department, complies necessary financial information, and prepares and submits summary reports, as required to assist Bookkeeper.

Verifies monies received by other department employees for trust accounts against receipts, calculates total cash received, and returns receipts to employees to verify accuracy, as required to assist Bookkeeper.

Maintain accurate financial records and files assuring convenient retrieval, as required to assist Bookkeeper.

Affixes County Clerk's signature and official County seal onto certified records, posts in ledger and indexes, as required.

Assists with upkeep of the Record of Judgments and Orders (RJO) books.

Maintains counter for night court once a month, as required.

Verifies monies received from support payments by balancing cash against receipts, furnishes difference if totals do not balance, records support monies placed in trust, and routes monies to appropriate person or department.

Runs child support checks in computer for mailing by verifying addresses, preparing and posting mailing.

Initiates stop-payment on checks, or replaces checks as needed, researches pay history, certifies child support payments, and responds to requests from various other governmental agencies.

Pursues collection of delinquent support fees as necessary.

Verifies addresses in computer and enters new addresses as necessary.

Verifies marriage license returns and records information on permanent record.

Issues marriage licenses, payment of fees and court costs, divorce decrees, marriage certifications, payment of judgments, garnishments, posting cash bonds, copying civil or criminal cases, and researching records.

Assigns case numbers to new traffic violations, stamps date, alphabetizes, initiates docket entries, and indexes and cross-references information in appropriate journals.

Matches tickets, money, and docket sheets, and types and mails receipts, returned checks, and other correspondence pertaining to traffic tickets.

Prepares and types expunge orders and SR16 abstracts for the revoking of drivers licenses, and mails to Bureau of Motor Vehicles.

Prepare minute sheets for pretrials and bench trial dates and presents and/or mails copy to defendant.

Records "failure to pay" on outstanding tickets, monthly, mails to Bureau of Motor Vehicles, records docket entry, and appropriately files.

Indexes and stamps each entry and cross-references, as required.

Researches records on traffic tickets and court cases upon request of attorneys or other parties, and prepares copies and files official records.

Answers telephone, determines nature of call, responds to inquiries and/or routes caller to appropriate person or department.

Opens and distributes department mail. Runs docket sheets and pulls files for mail that goes to the court.

Assists public at the counter.

Performs duties of other office personnel as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard bookkeeping and 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 and written reports as required.

Ability to maintain files both alphabetically and numerically, assuring convenient retrieval.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, printer, typewriter, calculator, telephone, copy machine, and fax machine.

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/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, title companies, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure, and on several tasks at the same time.

II. RESPONSIBILITY:

Incumbent performs a variety of regular and recurring duties according to specific instructions or standard practices and procedures of the department. Errors in decisions or accuracy of work are readily detected by procedural safeguards or through supervisory review of work. Undetected errors may lead to loss of time and money within the department and/or work-related or personal inconvenience to department employees or members of the public. Work is reviewed both during critical phases and upon completion for accuracy and conformance with directions.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, title companies, and members of the general public for the purposes of exchanging information and rendering service.

Incumbent reports directly to the Chief Deputy.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing under 25 pounds, reaching, bending/crouching/kneeling, keyboarding, close vision, color perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be required to work with or be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Clerk for the LaPorte County 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

Print or Type Name