



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: Deputy Clerk Family Court	Department: Clerk of Court
Pay Grade: 106	Revised: 7/1/15

General Description

The purpose of this job/class within the organization is to perform a variety of complex clerical functions in support of courtroom and office functions, performing tasks as prescribed by law to ensure the proper operation of the court and accurate record-keeping and assessment of revenues.

This job/class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Receives and receipts fines, fees and child support/alimony payments; posts payments to appropriate account. Responds to account inquiries from various individuals and agencies as appropriate.

Prepares, processes, maintains, files and distributes as appropriate various records, notices and legal documents. Ensures the completeness of all legal documents as well as compliance with legal requirements.

Maintains accurate and complete case files with security and confidentiality.

Performs computer data entry to record and retrieve case information and to prepare reports and correspondence.

Performs a variety of general clerical duties including but not limited to typing, copying, filing, faxing information, ordering office supplies and equipment, processing mail, and answering the telephone.

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Receives, reviews, prepares and/or submits various documents, including fines, fees, payments, receipts, inventory sheets, deposit slips, memos, etc.

Interacts, communicates and provides assistance to various individuals and groups including immediate supervisor, Clerk of Court, co-workers, attorneys, Solicitors, Public Defenders, paralegals, judges, other County employees, jurors, law enforcement agencies, and the general public.

Additional Duties:

Performs duties in other Clerk of Court divisions as necessary.

Assigns Lawyers if necessary

Performs related work as assigned

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures or court orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.





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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderate – affects those in work unit.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

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None

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates)**.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent.

Requires one year of clerical / legal experience.

OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

List any certifications associated with this work here. If there are none, Indicate

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

