



# **BOONEVILLE**

## MISSISSIPPI

### **Job Description**

**JOB TITLE: Deputy Court Clerk**

**DEPARTMENT: City Clerk**

**FLSA: Non-Exempt**

**REPORTS TO: Court Clerk**

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### **POSITION SUMMARY**

The purpose of this position is to prepare, screen, route, file, and distribute law enforcement/public safety reports/records for the City of Booneville.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists court clerk in various daily work procedures, such as preparing docket or calendar of cases.
- Collects fees or fines and records amounts collected.
- Makes daily deposits.
- Enters, codes, and retrieves a variety of information from various computer systems, according to appropriate procedures.
- Searches and retrieves information from files, microfiche, computer records, and other documents in response to specific requests.
- Releases information and documents in accordance with the public Information Act and other applicable laws and procedures.

- **Sorts, reviews, and screens police reports for completeness before forwarding to district attorney, defendants, victims, and other government agencies.**
- **Maintains logs and other records controls to assure tracking of case files.**
- **Categorizes statistics according to a variety of guidelines and criteria.**
- **Answers phone calls for records bureau and responds to a variety of requests for information concerning records and department functions and policies.**

### **MINIMUM EDUCATION AND EXPERIENCE**

**Education: High school diploma or GED**

**Experience (yrs.): Six (6) months related experience and/or training; equivalent combination of education and experience.**

**Substitutions Allowed for Education:**

**None**

**Substitutions Allowed for Experience:**

**Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- **Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.**
- **Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.**
- **Written Communication – Writes clearly and informatively; edits work for spelling and grammar; Able to read and interpret written information.**
- **Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.**
- **Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.**

- **Ethics – Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically.**
- **Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time.**
- **Judgement – Displays willingness to make decisions; Supports and explains reasoning for decisions.**
- **Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.**
- **Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.**
- **Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.**
- **Quantity – Completes work in timely manner; Works quickly.**
- **Adaptability – Adapts to changes in the work environment.**
- **Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.**
- **Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.**
- **Initiative – Undertakes self-development activities.**

### **PERFORMANCE ABILITIES**

- **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.**

- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **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.
- **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.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

**ADA Compliance:**

- **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.

*The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.*

*The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*