

## **CAMAS COUNTY JOB DESCRIPTION**

**Job Title:** Deputy Clerk

### **MISSION STATEMENT**

Performs a variety of tasks pertaining to the operation of Court Services/Auditor Recorder

### **DUTIES AND RESPONSIBILITIES**

#### **COURT CLERKS**

- Deputy Clerk in Court Services performing multiple tasks and duties assigned by the Team Leaders
- Opening civil and criminal cases as required
- Set hearing date, coordinate court & attorneys times
- Recording and taking Minutes of Court Hearings
- Prepare Records for cases appealed to Supreme Court
- Entering new citations in ISTARs
- Taking payments at the criminal and civil counters
- Assisting other clerks in processing sentencing files
- Processing criminal and civil reports as needed
- Entering documents on the Register of Actions
- Processing orders signed by judges
- Assisting customers in person and on the phone
- Assisting other personnel as needed
- Domestic Violence procedures
- Maintaining confidentiality of court records

#### **DEPUTY AUDITORS**

- Make claims for each bill that comes in for all offices
- Deposit magistrate fines weekly
- Enter all claims into computer monthly & process after approved
- Balance Monthly reports with Treasurer
- Enter Auditor Certificates as the money comes in and Balance with Treasurer
- Performs other related duties as required

#### **Deputy Recorders**

- Passports
- Elections

- Record documents as they come in (check for proper acknowledgments)
- Marriage Licenses & Certificates
- Searches

## **QUALIFICATIONS**

### **Essential**

- High School Diploma or equivalent
- Basic data entry skills
- Customer Service skills/experience
- Office/Clerical experience
- Interpersonal skills and effective communication skills
- Strong organizational skills: experience dealing with a large amount of files and records accurately and efficiently
- Ability to remain focused in a repetitive work environment
- Ability to operate computer equipment and software, to trouble shoot simple computer problems and resolve normal computer related delays
- Sitting with intermittent moving within an office environment
- Manual dexterity to perform office functions (e.g., typing, filing, operating office equipment)
- Standing, reaching, walking, stooping, talking, hearing, kneeling and crouching and repetitive motion.
- **Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.**