

SENIOR DEPUTY CLERK OF COURTS

DEFINITION

Under general direction of the Clerk of Courts, to supervise the daily operations of the Criminal and Traffic Division of the office of the Clerk of Courts; and to do related work as required.

EXAMPLES OF DUTIES

Oversees the processing of detailed court records and related operations of the Criminal and Traffic Division. Supervise the maintenance of court record and court action files, index books and court dockets; microfilming of records; preparation of accounts of fines, bails, forfeitures and other payments to the court. Trains deputy clerks and clerical employees and assists them in operations and procedures. Responds to requests for record information from court staff, District Attorney's office attorneys and litigants; assists the general public, recommends improved methods of operation within scope of job; may be required to serve as back-up for key positions; attends committee meetings as required by Clerk of Courts which may occasionally involve evening commitments.

EMPLOYMENT STANDARDS

Education and Experience: Six years of office or administrative experience, including at least two years in the supervision of an office operation involving a significant records management function. Up to four years of college study in business administration, accounting or closely related area may be substituted on a year-for-year basis for non-supervisory work experience. Training or experience in records management with computer systems is preferred.

Knowledges and Abilities: Knowledge of modern methods of information storage and retrieval including electronic data processing methods; ability to train and supervise clerical employees in careful records management; ability to implement improved records management procedures; ability to learn Clerk of Court processes and responsibilities. Ability to communicate clearly with members of the legal profession and with the general public.