

JOB TITLE: DEPUTY CLERK- Court Clerk I, Scanner
DEPARTMENT: Clerk's Office
SUPERVISOR: Director of the Courts, Clerk
SUPERVISION EXERCISED: None
EXEMPT STATUS: Non-exempt
LAST REVISION: 12/2017

Job Scope

Summary: Supports all scanning functions within the courts. Provides clerical support for the Clerk's Office, specifically in the area of scanning current and past files into Odyssey's system. Will provide backup for mail clerk when necessary.

Other Information: Work involves routine situations where decision making is within specific and definite directions and instructions. Incumbent is expected to work independently as he/she follows clear orders and directions. Communicates regularly with others, primarily within the county offices and departments rather than with outside agencies. Work has moderate but distinct impact on the operations of the Clerk's Office. Work is typically performed in an office environment with low intermittent stress due to deadlines. Work is physically demanding and does require lifting and carrying of heavy loads between floors.

Position is occasionally required to work evenings on election night. Does not typically involve travel outside the city limits.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

Scanning Duties –

1. Prepare court files for scanning, including removal of tabs and staples.
2. Scan court files to Odyssey.
3. Reassemble scanned court files for storage until ready for destruction. Assists in maintaining all scanned documents/court files until ready for destruction.
4. Work with other deputy clerks to scan documents to Odyssey.

Secondary Functions

Mail Duties – Backup for mail clerk.

1. Sorts and delivers incoming mail for the various offices within the County Courthouse, the annex and all other areas and departments as assigned.
2. Sends bulk mailings as required by departments within the County.
3. Collects the outgoing mail from the Clerk's Office and other mail brought to mailroom, sorts mail for final destination, processes mail for pick up by post office, and performs all other duties as needed in the sending of outgoing mail.
4. Opens and delivers interoffice mail for auditors, recorders, clerks and others within the department.
5. Maintains the postage machine, including taking meter reading daily and recording such readings. Ensures that the postage machine is in working condition at all times, and maintains appropriate postage on meter.
6. Responsible for postage supplies, ensuring that appropriate supplies are readily available as needed throughout the department.
7. Must travel to the post office to pick up supplies necessary to perform the assigned duties and to handle mail that requires special processing.
8. Performs all other duties as assigned whether of not specifically pertinent to the mail and filing duties assigned to this position, including supporting Election activities.

Job Specifications

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
2. No experience necessary but knowledge of and the ability to use a computer is essential.
3. Must possess good organizational, telephone, writing and communication skills.
4. Basic understanding of office skills; i.e., filing system, type at or about 50 wpm using standard keyboards and personal computers, facsimile, copiers, time clocks, printers.
5. Ability to follow specific and general directions.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

8. Must possess current state driver's license with demonstrating record of good driving history.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, climbing stairs and ladders, lifting, carrying, pushing items up to 25 to 50 pounds with ability for repetitive motions. Requires good general vision and legible handwriting.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____