

NOTICE OF POSITION VACANCY
COUNTY OF FLOYD, INDIANA

POSITION: Deputy Clerk – Circuit & Superior 1 Criminal/ Adoption

DEPARTMENT: FLOYD COUNTY CLERK

(COMOT-II)

APPLICATIONS ACCEPTED FROM 04/15/2019-04/19/2019

DATE WRITTEN: March 2016

STATUS: FULL TIME

DATE REVISED:

FLAS STATUS: Non-exempt

ENTRY SALARY: \$30,307.85

Incumbent serves as Deputy Clerk for the Floyd County Clerk's Office, responsible for compiling and maintaining all Criminal proceedings in Circuit Court and Superior Court 1; initiates all Adoption Proceedings.

DUTIES:

Initiates new criminal cases, including assigning courts and cause numbers per local rule, entering information into computer, file stamping all documents, receiving and receipting filing fee, scanning all filings.

Enters charges and orders into order books; indexes, numbers and enters RJO numbers into computer; scans charges. Maintains adoption files; processes Records of Adoption and Adoption History Report, assuring that all adoptions are properly recorded through the Indiana State Board of Health.

Prepares and issues warrants/subpoenas on criminal and miscellaneous cases

Reviews daily arrest report for new arrests. Performs computer party search and assigns defendants to courts per local rule. Initiates tracking case and notifies courts, prosecutor, Sheriff's department of those assignments.

Enters fines once Judgment of Conviction is signed by the Judge. Collects and receipts fines and fees on criminal and juvenile cases. Including court costs, fines restitution, drug and alcohol fees. Collects and receipts bonds.

Performs criminal records checks on individuals as requested by companies or law enforcement agencies.

Certifies court records for other counties and members of the general public.

Backs up Child Support Clerk as needed by; Opens, sorts, and responds to daily mail; provides printouts of support payment records.

Maintains court records, ensuring that court proceedings are properly entered into computer; Reviews dismissed cases, ensures that dismissal is properly recorded in computer. Destroys files per retention schedule.

Prints weekly electronic mail certifications.

Answers telephone and receives visitors at the service counter; provides information, assists with forms and procedures, and/or refers callers to more appropriate person or agency.

Maintains communication with personnel from other court and law-enforcement agencies to request, provide, and/or verify case-related information

Performs and/or assists with the duties of other department personnel, as needed or as required by their absence.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Knowledge of standard office policies, practices, and procedures, and ability to accurately update and maintain computer records, and process related paperwork accordingly.

Knowledge of Standard English Grammar, spelling, and punctuation; ability to type with speed and accuracy.

Working knowledge of the function and processes of the Court, with knowledge of applicable codes, legal terminology, and forms.

Working knowledge of basic bookkeeping with ability to properly accept child support payments, issue checks to payees, and maintain accurate records of all financial transactions.

Ability to operate standard office equipment, including computer terminal and printer, mailing machine, copier, calculator, FAX machine and adding machine.

Ability to use information technology for research and problem resolution, reporting; including, but not limited to, e-mail, internet, MS Word, electronic Court System, INCite.

Ability to effectively communicate with co-workers, personnel from other government and law-enforcement agencies, and members of the public in a courteous and tactful manner.

Ability to effectively and accurately complete duties amidst frequent interruptions, distractions, and pressure from formal schedules and deadlines.

Ability to maintain confidentiality of Department records and information.

Ability to perform the duties of other Department personnel, as needed or as required.

Ability to effectively perform all essential duties of the position.

II. RESPONSIBILITY:

Incumbent processes court paperwork, receipts and disburses child support payments as needed and assists the public in accordance with the established policies and practices of the Department, exercising judgment to address the service needs of the public. Errors in incumbent's work are generally detected by standard bookkeeping checks and legally

defined procedures, and procedural safeguards, and undetected errors may result in inconvenience to other agencies or public.

Incumbent performs duties according to a flexible, customary routine schedule of duties, with priorities determined by the service needs of the Court and the public. . Incumbent's work is periodically reviewed in progress for compliance with department policy and legal requirements.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, Child Support Division, Floyd County Prosecutor, Courts and members of the public to review and verify Child Support reports, coordinate services, and provide and request accounting and other information as needed.

Incumbent reports directly to the Floyd County Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a public service counter, with some exposure to hostile or uncooperative individuals.

Please apply for this vacancy via the Floyd County Employment Portal located at:

<https://www.floydcounty.in.gov/index.php/floyd-county-indiana-employment-opportunities>

Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. Floyd County is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, religion, or veteran status. For more information on applicable equal employment regulations, refer to the EEO is the Law poster

https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

If a disability prevents you from applying for a job through our website, paper applications are available from the Floyd County HR Department located at 2526 Corydon Pike, Suite 204, New Albany, Indiana 47150