



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Deputy Clerk	
<b>Department:</b> Clerk	<b>Position Fund Account No.:</b>
<b>Division:</b> Court	<b>Job Category:</b> COMOT
<b>Work Schedule:</b> 8:30 a.m. – 4:00 p.m. M-F	<b>Job Grade:</b>
<b>Reports to:</b> First Deputy	<b>Status:</b> Full-time
<b>FLSA Status:</b> Non-exempt	<b>Effective Date:</b> November 2007 <b>Re-evaluation Date:</b> December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Deputy Clerk for the Delaware County Clerk's Office, responsible for providing clerical support to Department.

### **DUTIES:**

Answers telephone and greets office visitors, answering questions, providing information and assistance, responding to inquiries, and directing callers to appropriate individuals or departments. Responds to emails and phone requests for courts.

Locates court records and prints and/or seals for attorneys, courts, and the public as requested.

Prepares packets for marriage license applications, including recording marriage licenses in State database.

Scans files from multiple courts into Odyssey system.

Completes requests for documents and mails invoices.

Performs various duties as assigned such as, receiving bonds, entering data, assisting in voter registration, and updating birth records for child support.

Opens and closes child support cases, including updating orders, receiving support payments, change of address and assisting with housing authority information.

Serves as backup for Judgment Clerk, and Appeals, positions as needed.

Assists with certified mail, sheriff returns, and returned mail as needed.

Assists with elections as needed.

Maintains front counter area, office, and breakroom neat and clean.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, courts, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to file, post, mail materials, and maintain accurate records.

Ability to properly operate standard office equipment, including computer, typewriter, printer, calculator, fax machine, microfilm reader, and telephone.

Ability to competently serve the public with diplomacy and respect, including during occasional encounters with irate or hostile persons.

Ability to work alone with minimum supervision, work with others in a team environment, work under time pressure, work rapidly for long periods, and work on several tasks at the same time.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Shall comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to count, compute, and perform arithmetic calculations.

Ability to apply knowledge of people and locations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compile, collate, or classify data.

## **II. RESPONSIBILITY:**

Incumbent's assignments and objectives are set jointly. Incumbent follows standard operating procedures or policy and procedural manuals. Work priorities are primarily determined by standard bookkeeping checks and service needs of the public. Errors could result in loss of time to correct errors, loss of money to Department and/or other agencies and the public, and inconvenience to other agencies and the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, attorneys, courts, and the public, for purposes of exchanging information, and rendering service.

Incumbent reports directly to the First Deputy.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment involving sitting/standing/walking for long periods, sitting/standing/walking at will, lifting/carrying objects weighing up to 25 pounds, pushing/pulling bending, close/far vision, color/depth perception, handling/grasping objects, keyboarding, speaking clearly, and hearing communication. Incumbent may be exposed to irate or hostile individuals.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Deputy Clerk for the Delaware County Clerk’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee’s Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor