

## **Assistant Chief Deputy Clerk Job Description**

- I. **STATEMENT:** The Assistant Chief Deputy Clerk is responsible for supervising the filing and maintenance of the accurate record of all transactions through the Juvenile Clerk of Courts Office.
- II. **QUALIFICATIONS:**
- A. High school graduate is required. The completion of at least two years of full-time post secondary education at an accredited college or university is preferred. Supervisory experience ideal.
  - B. Thorough, in-depth knowledge of the criminal justice system, courts and clerk-related practices, principles, laws and operations.
  - C. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel.
  - D. Ability to prioritize work, work independently without daily supervision, perform a variety of duties and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
  - E. Ability to effectively and professionally communicate verbally and in writing to a diverse audience.
  - F. Demonstrated dependability, reliability and excellent attendance record.
  - G. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership and sound judgment.
- III. **RESPONSIBILITIES:**
- A. To supervise each employee in the Clerks' Office
  - B. Assign Deputy Clerks to required duties and scheduling
  - C. Assist other positions as needed
  - D. Supervise receptionist and all telephone functions
  - E. Maintain a smooth and efficient office
  - F. Proper filing of all motions, appeals, complaints, warrants, etc.
  - G. Any and all jobs deemed appropriate by the Judge and/or Administrator
- IV. **PROBATIONARY PERIOD:**
- Six Months