



DEPUTY CLERK COURT SERVICES

JOB OVERVIEW

JOB TITLE	Clerk	REVISION DATE:	2025/05
DEPARTMENT	Traffic	FLSA CLASSIFICATION:	Non-Exempt
POSITION TYPE:	Regular Full-Time	W/C #:	
REPORTS TO	Department Supervisor		

GENERAL JOB DESCRIPTION

This position performs clerical, cashiering, and customer service related activities within the assigned department.

- This General Description is not to be construed as a complete statement of all duties performed.
- Employees will be required to perform other job related duties as trained.

DUTIES & RESPONSIBILITIES

- Interact professionally with customers via telephone, email or in person, to provide support and information.
- Apply rules and procedures pertaining to the Clerk's functions and responsibilities in the assigned department.
- Uses knowledge to make appropriate inquiries to determine the needs of the customer and answer inquiries or to forward to the appropriate staff.
- Input Traffic Citations
- Manage and update traffic cases.
- Attend Court proceedings, including the proper handling of evidence, as needed.
- Appropriately process payments of cash, checks, and credit cards.
- Prepare general correspondence, as needed.

EDUCATION & TRAINING

- Deputy clerk requires a minimum education of a high school diploma or equivalent.

KNOWLEDGE & EXPERIENCE & SKILLS & ABILITIES

- Interpersonal skills: Ability to interact professionally and maintain effective working relationships with supervisor, coworkers, government officials and the public.
- Ability to understand and carry out verbal and written instructions.
- Legal knowledge: Ability to comply with State Statutes and Clerk's Office Policies and Procedures.
- Time management: Ability to work in a fast paced, automated environment with many interruptions.
- Confidentiality: Ability to handle case material of a sensitive nature.

ESSENTIAL PHYSICAL DEMANDS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Prolonged periods in a stationary position, often at a desk and working on a computer.
- Repetitive motions that may include the use of wrists, hands, and/or fingers.
- Ability to move about to accomplish task or to move from one worksite to another.
- Ability to access, input, and retrieve information from a computer.
- Ability to adjust, move, or lift objects up to 30 pounds in all directions.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

WORKING CONDITIONS

WORK ENVIRONMENT	Takes place primarily in a professional office setting, involving tasks like answering phones, managing emails, scheduling appointments, maintaining records, preparing reports, and providing administrative support to colleagues, often requiring strong communication and organizational skills while working within a structured environment with standard business hours. Some travel may be required.
COURTROOM REGULATIONS	Deputy clerks work in environments governed by certain regulations and procedures. Courtrooms and trials require the ability to remain professional at all times. Deputy clerks who access and witness privileged and regulated information have to abide by certain laws, rules and contracts to protect private information and clients.
HOURS / SHIFTS	The working hours of a deputy clerk follow the hours of the courthouse. Typical hours are eight a.m. to five p.m. on Monday through Friday. Overtime or late-night hours may occasionally occur when preparing evidence or documents for cases with tight deadlines and expedited timelines.