



JOB POSTING August 14, 2019

Position: Deputy Clerk

Dept: Clerk's Office

Reports To: City Clerk

Content Revision Date: 08/13/2019

Position Responsibilities (include but are not limited to the following):

- Answer telephone and greet office visitors, determine the nature of phone calls, respond to inquiries by phone and in office by providing information and assistance, taking detailed messages, and/or directing to appropriate individual or department
- Compile documents for Court, including processing incoming and outgoing mail and filing loose papers and filings
- Prepare and compile new case files, including file marking Court documents, and assigning case/cause numbers. Gather and prepare case histories. Receive and receipt various fees;
- Process various Court orders. Prepare and print chronological case summaries (CCS)
- Process various court documents
- Maintain files and filing system, including maintaining files in chronological order
- Process payments for court case fees and costs as well as bonds and trust payments
- Perform various clerical duties, including by not limited to typing various documents, conducting data entry, and retrieving and distributing mail as required
- Scan documents from Court proceedings and Council proceedings
- Generate electronic documents as needed
- Performs duties of co-workers as needed or to maintain department operations
- Performs related duties and tasks as may be assigned from time to time

Knowledge, Skills, and Abilities Required:

- High school diploma or GED
- Confidentiality regarding court case information is mandatory
- Ability to meet all employer and Department hiring requirements, including passage of a pre-employment drug screen
- Working knowledge of standard office procedures and computer software programs used by the Clerk's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Working knowledge of standard policies, practices, and legal requirements of the Department, with ability to effectively process various court documents, and apply appropriate procedures accordingly

- Knowledge of, and ability to apply the rules of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports professionally as required
- Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files
- Ability to properly operate standard office equipment, such as computer, calculator, fax machine, copier, and telephone
- Ability to effectively communicate orally and in writing with co-workers, other City and/or County departments, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities
- Ability to provide public access to or maintain confidentiality of department information and records in accordance with state requirements
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct
- Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form
- Ability to compile, collate, and/or classify data
- Ability to work alone with minimum supervision and with others in a team environment
- Ability to apply time management skills when assigned multiple tasks
- Ability to perform arithmetic calculations

Preferred Qualifications:

- **Experience:** Experience working in an office environment is preferred, but will train a suitable candidate.

Working Conditions:

- Incumbent performs duties in a standard office environment and/or court room
- Involving sitting/walking at will, sitting for long periods
- Lifting/carrying objects weighing less than 25 pounds
- Bending, crouching/kneeling, reaching, keyboarding, handling/grasping objects
- Ability to read and speak clearly
- Ability to work in a fast paced environment while performing multiple tasks

Salary:

- Starting salary is \$17.50 per hour
- Health, Dental and Vision Benefits are available
- Vacation and Personal days earned after probation period ends

- Probation period of six (6) months
- Considered an At-Will Employee

Physical Requirements:

- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arms(s)
- Ability to stand for long period of time

How to Apply: Applications/Resumes and professional references will be accepted online only at terrehaute.in.gov. You must use the Internet Explorer web browser when submitting application. Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library branch or local Work One office.

Position will remain open until filled