

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS ONLY
BEGINNING AUGUST 5, 2022 THROUGH AUGUST 10, 2022.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING AUGUST 11, 2022 AND UNTIL THE POSITION IS FILLED.**

JOB TITLE: Deputy Clerk – Criminal/Probate, #11090

Date Posted: August 5, 2022
Department: Clerk of Courts
Hours: 35.5/hours per week
Salary: \$15.95/hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation 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 cause an undue hardship.

Incumbent serves as Deputy Clerk in the Clerk's Department responsible for maintaining criminal, probate, and guardianship records, receiving payments, data entry, and assisting the public.

DUTIES:

Prepares criminal appeals, motions, and orders. Types and sends notices of proceedings of guardianship hearings.

Enters new criminal cases into computer and records bonds in judgment dockets.

Maintains computerized Record of Judgments for criminals, probate, and guardianship cases, including entering data and updating as needed.

Issues marriage licenses and passports.

Answers telephone and greets office visitors, assists the public by answering questions and making copies of records such as divorce decrees, marriage licenses, and paternity papers.

Receives criminal payments on court costs, restitution, fines, and cash bonds being posted and returns cash bonds as ordered by Court. Receives and processes bondsman annual fee.

Assists with mental health detentions and transport orders as needed.

Prepares certified letters when ordered by estates and guardianships.

Maintains organized files for the division.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of legal codes and terminology, and ability to apply such knowledge to a variety of interrelated process, tasks, and operations.

Working knowledge of Standard English grammar, spelling, and punctuation, and ability to complete assignments with established deadlines.

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

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

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

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

Ability to operate standard office equipment, including computer, calculator, fax machine, postage meter, copier, telephone, and microfilm reader.

Ability to compile, collate and classify data.

Ability to work alone with minimum supervision.

Ability to read, carry out and understand written and oral instructions.

Ability to work rapidly for long periods of time and work on several tasks at the same time, often under time pressure.

Ability to count, make simple arithmetic additions and subtractions.

Ability to occasionally travel out of town for seminars, but not overnight.

II. RESPONSIBILITY:

Incumbent performs standard recurring duties with assignments guided by definite objectives using a variety of methods and procedures. Incumbent receives indirect or occasional supervision with priorities determined by supervisor, a formal schedule and service needs of the public. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors incumbent's work are primarily detected or prevented through notification from other departments, agencies, or the public. Undetected errors may result in inconvenience to other agencies and the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbents maintains frequent contact with co-workers, other County departments, attorneys, Department of Corrections, and the general public for the purpose of exchanging information.

Incumbent reports directly to the County Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, pushing/pulling/lifting/carrying objects weighing under 25 pounds, Bending, crouching/kneeling, reaching, keyboarding, close vision, speaking clearly, color perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may work with or be exposed to violent/irate individuals.

APPLY AT: **Wayne County Government**
Human Resources
401 East Main Street,
Richmond, IN 47374

ONLINE AT: <http://www.co.wayne.in.us/web/jobs/index.php>

Wayne County Government
is an
Equal Opportunity Employer