

Full Job Description

Description: Deputy Circuit Clerk

This position is an appointed position by the Clerk of Courts, the position aids the Circuit Clerk of Court in discharge of clerk's duties under the supervision of the Circuit Clerk of Courts, Chief Deputy Circuit Clerk of courts, Circuit Court Judges, Family Court, and Court Commissioner. The position is deputized by the Courts to be able to perform the duties as required by West Virginia Statute. The position is full-time, based on 40 hours per week.

The Circuit Clerk of Courts Office is the link between the public and other government agencies to the court. The position requires the ability to utilize a wide variety of data regarding legal documents to accurately process court records so court processes can run smoothly. These duties must be done in accordance with court orders, West Virginia statutes, policies and procedures, and laws established for various types of court filings.

Essential duties include communication and multi-tasking skills, maintaining a high level of accuracy and confidentiality, as well as dealing with a wide array of agencies and departments within the County, and many outside agencies, including but not limited to law enforcement agencies, state agencies such as DOC, DOT, DNR, DOC, jails, and prisons. The job frequently involves client-facing activities as well, such as explaining court procedures to members of the public and working directly with judicial officers, attorneys, and staff as needed.

Essential Duties

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Deputy Circuit Clerk of Courts:

Performs all duties of the Clerk of Court Deputy as described by West Virginia Statutes.

- Prepare, review, and process legal documents, correspondence, motions, and orders.
- Complete court-related forms such as petitions and warrants.
- Document name changes, licenses, adoption records, and more.
- Collect fines, fees, and bond payments.
- Reconcile daily receipts.
- File documents physically or electronically.
- Makes discretionary, independent decisions as an officer of the Court.
- Initiation, maintenance, monitoring and disposition of various case types, which include financial information and maintain an assigned cash drawer.
- Issue warrants as required by the Court.
- Required knowledge of legal terminology and court processes.
- Help Pro Se individuals understand the amount of help that can be given without giving legal advice.

- Knowledge of laws, administrative codes, rules, policies pertaining to criminal and local ordinances.
- Determining the appropriate forms needed by individuals needing to file various court actions handled by the Clerk of Courts.
- Maintains files and records in relation to court matters.
- Prepare court files to be sent to the Court of Appeals.
- Assists the public with inquiries about forms, procedures, and court matters. Interact with defendants, victims, attorneys, law enforcement, and media regarding court-related matters.
- Work collaboratively with courts throughout the state, various state and federal agencies, local and statewide Judges, Court Commissioners, and various City and County agencies with a vested interest in Court operations.
- Handle large sums of money pertaining to fine payments, cash bail, and fees. Determine who the money is paid out to based on court orders, write up disbursement, and documents in court cases
- Reviews and scans all documentation and filings. Monitors files for timely completion.
- Maintains up-to-date information and follows up on records and related actions; opens and date stamps materials; may be required to review documents for authenticity.
- Enters court case information and account adjustments to state computer records. Research records and databases for information as needed or directed.
- Clerk court proceedings include organizing case files and records
- Performs clerical tasks such as date stamping, responding to and taking appropriate action for correspondence received, and composing reports, memos, and other correspondence.
- Participates in ongoing training provided by the Courts
- Performs other duties as required.

Ability needed to work in a fast-paced and high-pressure work environment. Having the confidence, knowledge, and adaptability to answer many questions is vital.

JUDGMENT AND SITUATIONAL REASONING ABILITY:

Exposure to graphic details of crimes or victim impact statements. Assists with difficult and/or demanding individuals. Public information needs to be maintained and updated with the highest degree of confidentiality, accuracy, and dependability.

Minimum Qualifications

- **Education:** This occupation requires a high school diploma or GED, although a certificate from a community college, such as the certificate in paralegal studies, or an associate degree in a closely related field.
- **Training:** On-the-job training of 3 to 12 months working under an experienced employee is normal for deputy court clerks.
- **Licensing:** Must be eligible to apply for Notary license.

Deputy Court Clerk Skills & Competencies

Candidate needs an assortment of skills and knowledge:

- **Interpersonal skills:** This position works with people from all walks of life daily. Treating everyone with respect and courtesy is key to doing the job effectively.
- **Communication skills:** The ability to listen actively and express yourself clearly, concisely, and diplomatically, whether orally or in writing, is crucial as you'll use these skills continuously. Good command of grammar is essential to accurately proofread work to spot and correct errors. Every question presented by the public daily is a form of problem-solving. Having the confidence, knowledge, and adaptability to answer a multitude of questions is vital.
- **Computer and software skills:** You must be adept at using computers as well as courts plus, spreadsheet, database, word processing, calendar, and email applications in carrying out assignments.
- **Time management and organizational skills:** Must effectively organize your time, prioritize tasks, and locate files and answers to questions posed by associates and the public. Ability to work in a fast-paced/high-pressure work environment.
- **Math skills:** A working knowledge of basic arithmetic operations is essential to balance cash receipts.

It's also helpful to be knowledgeable in areas such as legal terminology, records maintenance, file retention and destruction policies, local community outreach services.

Judgment and Situational Reasoning Ability

Exposure to graphic details of crimes or victim impact statements. Assist individuals that are very difficult and demanding. Public information must be maintained and updated with the highest degree of confidentiality, accuracy, and dependability.

Working Conditions

This position routinely operates in a professional office environment and extensively uses standard office equipment such as computers, photocopiers, scanners, and phones. This position operates within the Courts system. While performing the duties of this job, the employee may be exposed to stressful office environment conditions and graphic details of crimes or victim impact statements. The employee has the potential to encounter unpredictable and violent clients. The noise level in the work environment is moderate.