

**POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA**

POSITION: SECOND DEPUTY
DEPARTMENT: CLERK
WORK SCHEDULE: M-F 8-4
JOB CATEGORY: COMOT-Clerical

DATE WRITTEN: 07/26/04 **STATUS:** Full-time
DATE REVIEWED/APPROVED: 02/18/08 **FLSA STATUS:** Non-Exempt
DATE REVISED: 07/08/16 KW

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assists and carries out clerical tasks in courthouse, under the supervision of the Howard County First Deputy Clerk.

DUTIES:

Work a court desk, docketing cases and maintaining files and all records for court.

Prepare paperwork pursuant to court orders and distribute.

Collect monies ordered paid by courts.

Issue and record marriage licenses.

Record and maintain judgments.

Effect appeals and post conviction relief.

Answer telephone, directing calls, taking messages, and answering questions.

Assist the public, attorneys, and courts.

Assist with protective orders and small claims.

SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished with written, oral, diagram, or scheduler form.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers and the general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

RESPONSIBILITY: Typing, basic computer skills, and knowledge of office equipment are required for the completion of the duties of this job. Must be a resident of Howard County (Article 6, Section 4).

EDUCATION AND EXPERIENCE: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

PERSONAL WORK RELATIONSHIPS: Ability to communicate tactfully, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, and talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed mostly in a standard office environment. Employee is exposed to moderate noise level.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES _____ NO _____

Applicant/Employee signature

Date