

DEPUTY COURT CLERK

CHARACTERISTICS OF WORK

THIS IS MODERATELY-COMPLEX CLERICAL AND TYPIST WORK IN THE DEPARTMENT OF POLICE, CRYSTAL SPRINGS, MISSISSIPPI. THE WORK INVOLVES THE PREPARATION AND MAINTENANCE OF POLICE RECORDS AND COURT RECORDS, VARIOUS TYPING TASKS AND THE OCCASIONAL OPERATION OF BASE RADIO-TELEPHONE COMMUNICATIONS EQUIPMENT, INCIDENTAL TO REGULAR DUTIES. SOME CONTACT MAY BE MAINTAINED WITH THE GENERAL PUBLIC IN RENDERING INFORMATION AND ASSISTANCE. IN ADDITION, CONSIDERABLE TIME MAY BE SPENT IN TRANSCRIBING MACHINE RECORDED DICTATION. SUPERVISION IS RECEIVED FROM THE COURT CLERK. THE WORK IS SUBJECT TO REVIEW ON THE BASIS OF RESULTS ACCOMPLISHED AND CONFORMANCE TO ESTABLISHED PROCEDURES.

EXAMPLES OF WORK

THE FOLLOWING EXAMPLES ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK PERFORMED IN THIS POSITION. THE ABSENCE OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THOSE TASKS FROM THE POSITION IF THE WORK IS SIMILAR, RELATED OR A LOGICAL ASSIGNMENT OF THE POSITION.

ASSISTS THE COURT CLERK IN PREPARING AND MAINTAINING POLICE RECORDS AND FORMS: FILES AND MAINTAINS COPIES OF WARRANTS, ACCIDENT REPORTS, CITATIONS AND OTHER FORMS.

ASSISTS THE COURT CLERK IN PREPARING COURT DOCKET OF CASES TO BE CALLED. MAY ATTEND COURT AND NOTE DISPOSITION OF CASES; MAY RECORD AND MAINTAIN MINUTES OF COURT PROCEEDINGS; MAINTAINS FILES OF VARIOUS COURT RECORDS AND DOCUMENTS.

ASSISTS IN TYPING A VARIETY OF FORMS, REPORTS AND CORRESPONDENCE AND TRANSCRIBES MACHINE RECORDED DISTATION

ASSISTS INRELATED WORK AREAS AS REQUIRED, OPERATES BASE COMMUNICATIONS RQUIPMENT; TAKES CALLS AND DISPATCHES APPROPRIATE PERSONNEL OR RELAYS MESSAGES.

PREFORMS RELATED WORK AS REQUIRED.

DEPUTY COURT CLERK-CONT'D

MINIMUM REQUIRMENTS

GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT SUPPLEMENTED BY COURSE OR COURSES IN TYPING, SECRETARIAL SCIENCE OR RELATED SUBJECTS.

ABILITY TO TYPE WHERE ACCURACY AND SPEED ARE BOTH ESSENTIAL AND ABILITY TO TRANSCRIBE MACHINE RECORDED DICTATION.

ABILITY TO FOLLOW ORAL AND WRITTEN INSTURCITONS; TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS.

ABILITY TO LEARN TOE LEGAL PROCEEDINGS OF THE COURT AND POLICE DEPARTMENT; TO ESTABLISH AND MAINTAIN VARIOUS COMPREHENSIVE FILES AND MEET RECORDKEEPING REQUIRMENTS.