

Job Posting

Deputy County & Circuit Clerk

One Position

Must be willing to work very closely with the
public

Standard office practices and skills are required

Definitive job descriptions are available at the
Clerk's Office

Any experience with land recording and/or voter
registration will also be very beneficial.

Any knowledge of E-filing case documents will
be considered a big plus.

Applications will be accepted through Friday,
March 22 at 4:30 p.m. at the Clerk's Office.

BRIEF JOB DESCRIPTION OF COUNTY & CIRCUIT DEPUTY CLERKS

Issue marriage licenses & record licenses after marriage
Send marriage reports to State Dept. of Health each month

Record & index all land records (deeds, mortgages, powers of attorney, escrow contracts, death certificates, surveys, plats, etc.)

File UCC's and terminations

Record liens & releases

Provide reports at the end of each day to the Abstract company.

Provide requested copies to attorneys and the public

Register new voters and mail voter registration cards

Maintain voter registration records

Set up all aspects of elections

Run poll book reports

Process early and absentee voters

Attend election commission committee meetings and send notices

Redistrict county on voter record when necessary

Enter all elections into computer

Make sure voting machines are programmed for election

Scan signatures of voters in computer after election

Handle certifications of elections

Print reports for State of Arkansas

Maintain Election Certificates

Confirmation and Cancellation mailings every two years

Administer oaths to elected and appointed officials & school board members

Administer oath to notary publics and file bonds

Attend Quorum court meetings

Notify press, take minutes, maintain agenda

Record and publish ordinances

Send out the Quorum Court packets

Attend Equalization Board meetings

Take minutes, notify press, make appointments

Prepare Equalization Board abstract of taxes

Figure tax distribution for State Dept. of Education on assessed valuation

Do distribution report for assessment coordination

Do Roll-Back Test on taxing units

Figure and publish annual financial statement for the county

Keep daily clerk's ledger

Distribute money at end of month to various funds.

Do reports for Administration of Justice fund

Send divorce reports and marriage coupons to Vital records

Send reports to State Treasurer on Child Trust & Domestic Peace Funds

Distribute money from circuit court from case filings

Make deposits for each account

Keep track of e-filing monies (check depositions made against all filings)

Run daily and monthly Contexte reports

Account for subscriber payments from one month to the next

Maintain all monies & ledger from court cases in trust account

Courts

Probate, Juvenile, Civil, Domestic Relations, Criminal, County

Open files

Filemark and enter into Contexte all court documents

Maintain files

Monthly report to Administration of Justice Dept.

File dead files scanned in and returned

Clerk court proceedings

Assist people in filling out petitions for domestic abuse cases

Send copies to Judges

Prepare packets with domestic abuse orders for Sheriff's office

Issue subpoenas & summons

In probate cases issue letters testamentary

Issue adoption coupons
Prepare & certify packets for commitments to state hospital

In criminal cases, issue arrest warrants,
Prepare & certify packets for commitment to Dept. of Corrections or to
Probation Dept.
Enter the sentencing orders.
Issue FTC and FTA warrants
Satisfaction of Judgements

Prepare divorce coupons to send to Administration of Justice Dept.

Send out jury notices
Maintain jury files
Maintain records of mileage & pay
Handle communications between jury & Judges (excuses etc)

Record child support payments
Mail payments
Maintain child support records
Collect child support fees

Prepare appeal transcripts for Supreme Court

Swear in witnesses and jurors

Issue and record Doing Business As certificates

Record Minister Credentials

Transfer cases from one jurisdiction to another

Record Process Server Applications and Orders
Maintain the Process Server list

Record and Index Surveys

Maintain all recorded documents from 1887 to the present

All of this is performed during the day when we are not answering the phone or helping a citizen.