

Title: Deputy Court Clerk

Department: Tenth Judicial District Court of Marion County, Arkansas

Salary Range:

Job Objective: To prepare and maintain the court documents by compiling information, organizing files, and reviewing and verifying information for the Marion County District Court, Traffic/Criminal Division and Civil and Small Claims Division; to answer questions and provide information regarding Marion County District Court policies, procedures, and operational functions in both Divisions. Assist Chief Clerk and District Court Judge in all office responsibilities. In addition, when Chief Clerk is absent, the Deputy Clerk shall have duties and responsibilities of Chief Clerk.

Essential job Functions:

1. Receives, complies and organizes case materials within 1 of 2 computer systems and related information for the preparation of records, various pleadings, and related documents including the court docket for Marion County District Court Traffic/Criminal Division and/or Marion County Civil and Small Claim Division; gathers case files for each court session and reviews and verifies files are complete prior to appearance on court docket. [FY2024, Traffic/Criminal 1972 cases/dockets and Civil and Small Claims 155 cases/dockets]

2. Receives and obtains arrest documents from the appropriate law enforcement agency; enters and updates and accesses all dispositions in other court related information for court filings within 1 of 2 computer systems.

3. Answers questions and provides information by telephone or in person to include defendants, witnesses, attorneys and members of the public regarding court procedures for both Traffic/Criminal Division and/or Civil and Small Claims Division; refers individuals to the appropriate staff or agency.

4. Receives and reviews incoming mail and related correspondence; processes mail and correspondence by file stamping, updating the docket and entering information in the 1 of 2 court management systems, distributing documents to the appropriate case file and related activities for both Traffic/Criminal and/or Civil and Small Claims Divisions.

5. Prepares and issues subpoenas and arrest warrants for witnesses and defendants and witnesses failing to appear for court appearance or other court ordered obligations to include court ordered community services; processes and updates returned subpoenas and served warrants; notifies bondsman in a timely manner for Traffic/Criminal Division. [FY2024, all Warrants issued 477 served or unserved]

6. Prepares and issues arrest warrants for Arkansas Violation of Hot Checks, processes and updates records within 1 of 2 computer systems. Also keeping hard copies.

7. Attends both Traffic/Criminal Division and/or Civil and Small Claims Division court proceedings; assists the Marion County District Court Judge during court proceedings by handling and providing correct documents and information they may need, making updates and maintaining court records for defendants and for court record keeping during court sessions.

8. Submits and/or inputs appropriate information to the State of Arkansas Department of Finance and Administration – Driver Control system to suspend or reinstate defendant's driver's licenses as needed and updates defendant's driver's licenses with appropriate information regarding violations charged against them in court.

9. Submits appropriate information to the Arkansas Crime Information System (ACIC) and the National Crime Information Center (NCIC) to update their records of all violations, waivers and convictions.

10. Establishes and maintains hard copy, computer files and records of all court proceedings, disposition of cases and related information for Traffic/Criminal and/or Civil and Small Claims cases for Marion County District Court.

11. Prepares and completes required forms and other related materials for case transfers, commitments to other organizations regarding community service, and time payment agreements; updates appropriate case information in 1 of 2 court case management systems. Also, updates hard copy records of the above in both Traffic/Criminal and /or Civil and Small Claims.

12. Completes forms and related documents required for cases transferred or appealed to other jurisdictions or Circuit Court; verifies and monitors case files to ensure paperwork is picked up by appropriate court or agency and filed in compliance with court orders; notifies appropriate personnel of discrepancies.

13. Calculates traffic fine modifications as required; assesses fees for preparation of records, bonds and notices filed for collections as required; reviews fee collection/payment reports and court disposition to ensure appropriate payment amounts were collected; prepares and issues arrest warrants for failure to pay fines and fee; verifies case information is accurate prior to issuance of warrants.

14. Collects money for payments from defendants in Traffic/Criminal Division and from Plaintiffs in Civil and Small Claims Division. Makes deposits and balances check books for all the divisions.

15. Drafts correspondence relative to case inquiry requests, record inspections or record searches for other agencies, attorneys, defendants and or incarcerated defendants.

16. Prepares formal judgment forms and certifies copies of judgments for use by state agencies, other courts, and attorneys.

17. Processes bond paperwork and appearance agreements with bonding companies.

18. Visits incarcerated defendants with court documents for their release, and obtains defendant's signature on said documents.

SPECIFIC KNOWLEDGE, SKILLS ABILITIES OR EDUCATION:

1. Knowledge of Court Procedures and practices.
2. Knowledge of the preparation and maintenance of court dockets and legal documents.
3. Knowledge of standard office practices and procedures.
4. Knowledge of computer fundamentals and word processing, or related software packages.
5. Skill in the operation of a computer, utilizing word processing, or related software.
6. Ability to prepare accurate, timely, and complex bookkeeping/mathematical records
7. Ability to prepare regular and special reports.
8. Ability to maintain detailed files and record- keeping systems.
9. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATION

High School Diploma Required

College or Vocational experience preferred

PHYSICAL REQUIREMENTS

Working for prolonged periods at a desk or table with intermittent standing, stooping or walking and occasional lifting up to 15 pounds at times. Work is performed either in an office or court room. of court documents.