

JOB DESCRIPTION

Marion County & Circuit Clerk's Office: Deputy County & Circuit Clerk

Position Summary:

Under the direction of the County & Circuit Clerk, the Deputy County & Circuit Clerk performs a variety of clerical, reception and office support functions and performs other related duties as required. Deputy Clerks are accountable not only to the County & Circuit Clerk, but to the public as a whole. All job functions must be performed in an efficient, timely and professional manner, as the job duties are of vital importance. This position requires a high level of accuracy for all data entry functions.

Primary Duties and Responsibilities:

- Perform general reception duties, such as answering the telephone, greeting walk-in customers, answering questions of a general nature, or directing customers to the appropriate person or department for assistance.
- Ensure that all persons contacting the County & Circuit Clerk's office receive prompt, courteous, efficient, and accurate service concerning the specific aspects of their inquiry.
- Perform errands that assist daily functions, such as going to the post office and bank.
- Follow policies and procedures established by law and the County & Circuit Clerk with emphasis on privacy, confidentiality and freedom of information policies.
- Issue and record marriage licenses, issue standard and certified copies of marriage license, and submit marriage license coupons to the Arkansas Department of Health, Division of Vital Records.
- Record and index all land records (deeds, mortgages, powers of attorney, escrow contracts, death certificates, surveys, plats, etc).
- Record liens and releases
- Provide requested copies to attorneys and the public.
- File, record and index minister's credentials
- File, record and index Doing Business As certificates.
- File, docket and index all case files (Domestic Relations, Probate, County, Civil and Criminal) according to office procedure.
- Enter case information and scan court documents into Contexte court management software.
- Issue documents relevant to cases such as subpoenas, summons, and warrants.
- Prepare appeal transcripts for Supreme Court.
- Transfer cases from one jurisdiction to another.
- Record Process Server Applications and Orders. Maintain Process Server list.
- Ensure that all adoption records and other sealed documents are confidentially maintained and that information relating to an adoption, or other sealed document, is not released except to authorized personnel.
- Assist persons in filling out voter registration applications and absentee ballot applications.

- Mail voter ID cards to all new registrants and persons submitting name change or address change.
- Maintain voter registration records including Confirmation and Cancellation mailings every two years.
- Set up all aspects of elections.
- Run poll book reports.
- Attend election commission committee meeting and sent 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.
- Administer oaths to elected and appointed officials and school board members.
- Administer oaths to notary publics and file bonds.
- Maintain records on county boards and commissions and assure that all appointments are made in accordance with county ordinances and state code.
- Attend Quorum Court meetings and take notes. Notify press. Prepare and mail monthly agendas, reports etc. at the direction of the County & Circuit Clerk.
- Record and publish ordinances.
- Receive and receipt monies for each transaction.
- Balance cash drawer and make deposit.
- Update clerk's physical and digital ledger daily.
- Distribute money at the end of month to various funds.
- Complete reports for Administration of Justice, reports to State Treasury on various funds and State Department of Health Vital Records at the end of each month.
- Distribute money from circuit court from case filings.
- Keep track of efilings and recording monies and subscriber payments from month to next.
- Maintain all monies and ledger from court cases in trust account.
- Figure tax distribution for State Department of Education on assessed valuation.
- Do distribution report for assessment co-ordination.
- Do Roll-Back test on taxing units.
- Figure and publish annual financial statement for the county.
- Assist customers with filling out petitions for domestic abuse cases. Send copies to judges. Prepare packets with domestic abuse orders for Sheriff's office.
- Issue adoption coupons.
- Prepare and certify packets for commitments to state hospital.
- Send out jury notices. Maintain jury files. Handle communications between jury and Judges.
- Swear in witnesses and jurors.
- Provide reports at the end of each day to Abstract company.
- Record child support payments and maintain records. Mail out child support payments. Collect child support fees.

- Maintain all recorded documents from 1887 to present.
- Perform other duties and various special projects as assigned by the County & Circuit Clerk.
- Ensure that all work activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens of Marion County.

Special Skills and Abilities:

- Intermediate to advanced computer skills, including proficiency in Microsoft Word and Excel programs and Internet research skills.
- Strong data entry and typing skills, as well as a working knowledge of general office machines such as calculator, copier, scanner, shredder, fax, printer, etc.
- Proficiency in writing skills, demonstrating care with spelling, grammar, punctuation, and proofreading.
- Excellent organizational and record keeping skills (attention to detail is critical).
- Ability to deal courteously, professionally, and effectively with people of all ages and backgrounds
- Ability to follow directions and multi-task.