DEPUTY CLERK

Position Purpose

Responsible for assisting the Circuit Court Clerk in performance of constitutional duties.

Examples of Duties

- Entry of accurate data into Court of Justice case management system
- File and retrieve legal documents and court records
- Notifies counsel of record/parties as necessary
- Issue drivers' licenses and state identification cards
- Assist public concerning the status of court cases
- Attend court and serve as a bench clerk
- Collect fines and fees as necessary
- Perform other clerical duties as assigned

Knowledge, Skills and Abilities

- Ability to exercise judgment and discretion
- Ability to understand and follow instructions
- Ability to concentrate
- Ability to multi task and work with others on common tasks
- Skill in the use basic of computers, software and other office equipment
- Skill in exercising tact and diplomacy
- Skill in oral and written communication

Minimum Requirements

Education/Certification: High School graduate or GED-**Proof of education required** (*e.g. H.S. diploma, GED certificate, college transcript, etc.*)

Education Substitution: High School Diploma and one (1) year job related experience

Required Knowledge/Experience: None

Physical Demands

Requires the ability to communicate effectively using speech, vision and hearing. Also work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull weights up to 20 pounds

Resumes without a *KY COJ Application for Employment* will not be considered. If you have any questions, please contact: Lisa L. Dorsey, Director of Human Resources - Office-(502)595.3052 * Fax-(502) 595.3016 * lisad@kycourts.net

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Division: *Jefferson County Circuit Court Clerk*
Job Code: *7010*
Tenured: *Yes*
Position Grade: *7*
Entry Level Salary: $22,476.42 - $29, 668.57 (Min to Max Annual Salary Range)
$1873.04/monthly minimum ** 5% shift differential for 2nd and 3rd shifts is not reflective in the monthly minimum

Equal Opportunity Employer