



ASSISTANT SUPERVISOR

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**JOB SPECIFICATION REPORT**

**Post ID : 5013 Position # : 30002787**

**TITLE :** ASSISTANT SUPERVISOR

**JOB CODE :** 88050V000910

**DEPARTMENT :** CIRCUIT COURT CLERK

**GRADE :** 9

**SALARY :** \$25,732.99 - \$33,966.72 (ANNUAL)

**TENURED :** YES

**TYPE :** State Funded Full-time

**COUNTY WORKSTATION :** Jefferson

**LOCATION :** Jefferson

**MEMO :** Shift Schedule: Tue - Sat 3:30pm - 11:30pm EDT; Nights, Weekends, and Holidays.

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**CHARACTERISTICS OF THE JOB**

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES INCLUDING DAY TO DAY SUPERVISORY DUTIES. THIS POSITION EXISTS ONLY IN COUNTIES WITH 50 OR MORE FTE'S AND HAVE MORE THAN 10 FTE'S IN A DIVISION OR SHIFT.

Essential Job Functions:

1. Provide direction to employees; coordinate operational workflow; and ensure responsive customer service; be accessible to employees to answer questions and resolve problems.
2. Assist with employee schedules and timesheet maintenance issues as determined by the supervisor.
3. Help implement department oriented staff trainings for new employees and/or those reassigned to new areas of operations.
4. Serve as a principle point of contact for questions related to department processes and communications with external agencies and judicial partners; assist employees in addressing customer questions and/or complaints.
5. Ensure the proper opening/closing of daily registers; make sure all balances and receipts are reconciled and recorded at the end of each shift.
6. Communicate changes in OCCC policies and procedures; ensure observance of new rules and processes; assist with carrying out employee meetings.
7. Frequently monitor the accuracy and timeliness of work processed/performed and employee compliance with policies and procedures; identify problems and work with the supervisor to formulate solutions and/or develop performance improvement plans as needed.
8. Assist in addressing personnel infractions and/or disciplinary actions as needed to correct misconduct and/or violations of Kentucky Court of Justice and/or OCCC policies and procedures.
9. Provide support to the department's supervisor and fill in as department leader in his/her absence.
10. Take appropriate steps to maintain a clean, organized and safe work environment.

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**MINIMUM REQUIREMENTS**

**EDUCATION :** 4 YEAR COLLEGE DEGREE

**EXPERIENCE :** NONE

**EDUCATION/EXPERIENCE SUBSTITUTION CLAUSE :** HIGH SCHOOL AND 2 YEARS RELATED LEGAL OFFICE EXPERIENCE

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**SPECIAL REQUIREMENTS: (LICENSES, REGULATIONS, CERTIFICATES, ADVANCED EDUCATION ETC.) :**

- NONE

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**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:**

- WORK IS PRIMARILY PERFORMED IN AN OFFICE SETTING



ASSISTANT SUPERVISOR

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**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THIS CLASSIFICATION:**

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- DAY TO DAY SUPERVISION OF DEPUTY CLERKS USUALLY WITHIN A SPECIFIC DEPARTMENT
  - 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
  - OTHER DUTIES AS ASSIGNED
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**Deadlines**

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**External Deadline : 03/22/2018**

All Court of Justice Applications must be submitted online at <http://courts.ky.gov> by close of business by the appropriate deadline. If you have any questions, please contact:

Office of the Jefferson County Circuit Court Clerk  
600 West Jefferson St  
Suite 2023  
Louisville, KY 40202



DEPUTY CLERK – SHIFT

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**JOB SPECIFICATION REPORT**

**Post ID : 5014 Position # : 30002814**

**TITLE :** DEPUTY CLERK – SHIFT

**JOB CODE :** 88390V006292

**DEPARTMENT :** CIRCUIT COURT CLERK

**GRADE :** 7

**SALARY :** \$23,600.16 - \$31,152.00 (MIN TO MAX ANNUAL SALARY RANGE)

**TENURED :** YES

**TYPE :** State Funded Full-time

**COUNTY WORKSTATION :** Jefferson

**LOCATION :** Jefferson

**MEMO :** Shift Schedule Tue - Sat 3:30pm - 11:30pm EDT. Nights, Weekends, and Holidays.

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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**CHARACTERISTICS OF THE JOB**

RESPONSIBLE FOR ASSISTING CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES.

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**MINIMUM REQUIREMENTS**

**EDUCATION :** HIGH SCHOOL GRADUATE OR GED-PROOF OF EDUCATION REQUIRED

**EXPERIENCE :** 1 YEAR OF JOB RELATED EXPERIENCE

**EDUCATION/EXPERIENCE SUBSTITUTION CLAUSE :** NONE

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**SPECIAL REQUIREMENTS: (LICENSES, REGULATIONS, CERTIFICATES, ADVANCED EDUCATION ETC.) :**

- The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull weights up to 20 pounds

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**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:**

- WORK WILL BE PERFORMED TYPICALLY IN AN OFFICE SETTING.

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**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THIS CLASSIFICATION:**

- 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
- ALL OTHER DUTIES AS ASSIGNED

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**Deadlines**

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600 WEST JEFFERSON STREET  
SUITE 2023  
LOUISVILLE, KY 40202



DEPUTY CLERK

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**JOB SPECIFICATION REPORT**

**Post ID : 5011 Position # : 30002694**

**TITLE :** DEPUTY CLERK

**JOB CODE :** 88170V007010

**DEPARTMENT :** CIRCUIT COURT CLERK

**GRADE :** 7

**SALARY :** \$22,476.42 - \$29,668.57 (MIN TO MAX ANNUAL SALARY RANGE)

**TENURED :** YES

**TYPE :** State Funded Full-time

**COUNTY WORKSTATION :** Jefferson

**LOCATION :** Jefferson

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**CHARACTERISTICS OF THE JOB**

RESPONSIBLE FOR ASSISTING CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES

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**MINIMUM REQUIREMENTS**

**EDUCATION :** HIGH SCHOOL GRADUATE OR GED

**EXPERIENCE :** NONE

**EDUCATION/EXPERIENCE SUBSTITUTION CLAUSE :** HIGH SCHOOL DIPLOMA & 1YEAR JOB RELATED EXPERIENCE

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**SPECIAL REQUIREMENTS: (LICENSES, REGULATIONS, CERTIFICATES, ADVANCED EDUCATION ETC.) :**

- NONE

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**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:**

- WORK WILL BE PERFORMED TYPICALLY IN A OFFICE SETTING
- MUST BE ABLE TO LIFT AND PULL 20 POUNDS
- BENDING, SQUATTING, AND REACHING ARE REQUIRED

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**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THIS CLASSIFICATION:**

- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
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- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
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- ALL OTHER DUTIES AS ASSIGNED

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