**City of Searcy**

**Deputy Court Clerk/Accounting Supervisor**

**Job Description**

**Exempt:**  No

**Safety Sensitive:**  Yes

**Department:** District Court, Civil and Small Claims Division

**Reports To:** Chief Clerk

**Location:** 1600 East Booth Road, Searcy

**Date Prepared:** June 12, 2018

**Date Revised:** May 27, 2023

**GENERAL DESCRIPTION OF POSITION**

All of the Deputy Court Clerk personnel are cross-trained to handle any court cases including City cases, small claims, probation, etc.

City cases involve the maintenance of records and preparation dockets for misdemeanor and traffic cases which originate inside the city limits of Searcy. This position also assists the public in the filing of affidavits for warrants of arrest as well as the actual issuance of the warrant.

State/County cases include the preparation of dockets, maintain those records, and, additionally settle and distribute all money that is collected by the office for bonds, accounts receivable, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepare dockets for city, small claims and/or State/County plea dates per month and this is a process of several steps.

2. Enter dispositions into the system after court (state) and this includes fine, cost, jail/com. serv., etc.

3. Receipt money on bonds and/or time pay accounts.

4. Assist public in the filing of affidavits for warrants.

5. Provide discovery materials for upcoming state trials.

6. Assist the public in person or by telephone, fax and email.

7. Receipt and account for fees related to any City, small claims, and/or State/County lawsuits.

8. Enter after court information into the system and prepare judgments to include fine, cost, jail/community service, etc.

9. Schedule court dates and issue subpoenas when needed.

10. Periodically order office supplies.

11. Assist in answering background checks and FOIA requests.

12. Weekly download and create a case number for Ecite tickets written by state troopers, county deputies, and highway patrol. Print and review tickets. Provide these to the Sheriff’s Department.

13. Responsible for all aspects of day to day accounting, end of month processing and preparing audit records for annual audit.

14. Perform any other related duties as required or assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

**CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out simple multi-step instructions. Ability to deal with standardized situations with limited variables.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

High School diploma or the equivalent.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

High School Diploma plus trade or college with emphasis on office skills, accounting.

**SOFTWARE SKILLS REQUIRED**

Intermediate: 10-Key

Basic: Accounting, Alphanumeric Data Entry, Database, Spreadsheet, Word Processing/Typing

**INITIATIVE AND INGENUITY**

**SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

**MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

**RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: None

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from $150,000 to $1,000,000.

**ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

**ACCOUNTABILITY**

**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

**PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

**EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

**WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; peripheral vision; and depth perception.

**ADDITIONAL INFORMATION**

The most stressful part of this position is knowing there is always a "deadline" and also the fact that most of the people that contact our office are "unhappy" because they have received a traffic citation or they have been arrested, etc.

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| ***City of Searcy******Job Description for Deputy Court Clerk/Accounting Supervisor*** | ***Printed 8/16/2018 9:34:24 AM******DBCompensation System - www.dbsquared.com*** |