



URBAN DEPUTY CLERK ASSOCIATE JOB SPECIFICATION WORKSHEET

Title: Urban Deputy Clerk Associate

Job Code: 88170V007010

Salary Range: \$29,604.00 - \$39,403.18 (Min to Max annual salary range)
\$2,467 monthly minimum / \$15.18 hourly minimum

****10% shift differential for 2nd and 3rd shifts****

Tenured: Yes

Grade: 07

Department

- Jefferson County Office of Circuit Court Clerk (OCCC)

Characteristics of the Job

The Urban Deputy Clerk Associate provides administrative support to the Circuit Court Clerk's Office. Responsibilities include completing administrative tasks/activities in support of office operations including, but not limited to, case processing, copying, and filing. With two years' experience, candidates are eligible for the Deputy Clerk position.

Minimum Requirements

Education: High School Graduate or GED

Experience: None required. Interest in performing court-related, administrative tasks/activities.

Education Substitute: None

Special Requirements (Licenses, Regulations, Certificates, Advanced Education etc.)

- None
- High School Graduate or GED - *Proof of Education Required*

Examples of Duties or Responsibilities of this Classification

- Pulling dockets for court
- Filing documents/cases
- Taking phone payments
- Processing mail
- Processing copy requests
- Answering the phone and assisting with inquiries
- Stamping and entering documents in the case management system
- Scheduling court events
- Coordinating with peers and other staff members to complete assignments
- Ensuring accuracy of work completed
- Correcting data, as needed
- Performing counter/intake duties, as needed
- Assisting with remote court, as needed
- Performing other tasks as assigned

Skills Required

- Strong computer skills and ability to use the Microsoft product suite, particularly Word, Excel, and PowerPoint as well as a case management system
- Strong written and oral communication skills
- Strong interpersonal skills
- Strong problem-solving skills
- Strong time management skills
- Highly self-motivated and directed
- Ability to effectively prioritize, take instruction, and execute tasks in a fast-paced environment
- Self-directed and motivated
- Willingness to learn
- Deadline oriented
- Customer focused on task completion

Typical Working Conditions and Unique Physical Requirements

- Work is typically performed in an office
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer and photography components.
- Ability to lift, bend and stoop as needed

Resumes without a *Kentucky Court of Justice (KCOJ) Application for Employment* may not be considered. Inquiries and questions, please contact: Lisa L. Dorsey, Chief Deputy/Director of Human Resources - Office-(502)595.3052 * Fax- (502) 595.3016 * lisad@kycourts.net

Equal Opportunity Employer