

ELECTED OFFICIALS

MICKEY PENDERGRASS
County Judge

CANDA REESE
County and Circuit Clerk

JOHN MONTGOMERY
Sheriff

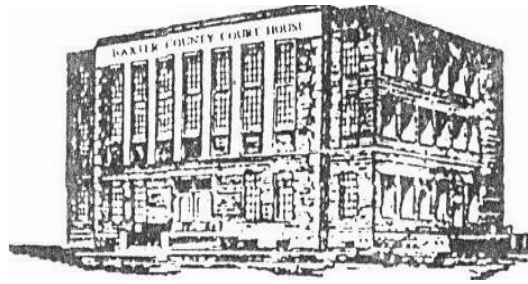
TERESA SMITH
Collector

JENAY MIZE
Treasurer

JAYME NICHOLSON
Assessor

CHARLES L. SLATER, JR.
County Surveyor

BRADLEY HAYS
County Coroner



COUNTY OF BAXTER
ONE EAST SEVENTH STREET
MOUNTAIN HOME, ARKANSAS 72653

QUORUM COURT

Gary Smith
District 1

Lucille Soltysik
District 2

Rick Steiner
District 3

Col William J. Lucas
District 4

District 5

Tink Albright
District 6

Marilyn Williamson
District 7

Edna Fusco
District 8

Neal Pendergrass
District 9

Kevin Litty
District 10

Ty Chapman
District 11

JOB VACANCY NOTICE

DATE POSTED: MAY 15, 2018 (CLOSES MAY 23, 2018)

POSITION: **DEPUTY DISTRICT COURT CLERK**

DEPARTMENT: DISTRICT COURT

PAY GRADE: 13

SALARY: \$9.38 - \$11.90 PER HOUR, BASED ON EXPERIENCE/EDUCATION

SEE ATTACHMENT FOR JOB DESCRIPTION.

INTERESTED PERSONS SHOULD SUBMIT APPLICATION AND RESUME TO:

Baxter County District Court
301 East 6th Street, Suite 130
Mountain Home, AR 72653

Baxter County Government is an Equal Opportunity Employer.

JOB DESCRIPTION

POSITION TITLE: Deputy District Court Clerk – Traffic/Criminal Division
(Grade Level 13)

DEPARTMENT: Baxter County District Court

POSITION RELATIONSHIP:

- A. Supervisor: District Court Chief Clerk
- B. Positions Supervised: None
- C. District Court Judge and District Court Personnel plus all County Elected Officials, employees in all County Departments, employees in City Government Offices, All State Offices, Judicial Personnel, Auditors, Attorneys, Abstractors, Real Estate Agents, Surveyors and General Public.

JOB DESCRIPTION:

The work of this position involves docketing and processing traffic and misdemeanor cases and becoming knowledgeable in all areas of traffic and criminal court duties and procedures. Employee will assist the District Court Judge and all other court clerks. The work affects the accuracy of court records and information exchanged with the general public.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

1. Docket citations and warrants, set up cases and maintain court schedules.
2. Prepare trial schedules and issue required subpoenas.
3. Assists District Court Judge with the duties of court and other duties as necessary.
4. Provides information and forms to the public and completes record searches for outside agencies such as recruiting officers, attorneys, other courts and law enforcement agencies.
5. Assists with banking, postal procedures and delivering documents to city or county agencies.
6. Maintains files of all documents relating to court and fee processing, including maintaining and updating docket sheets reflecting community service completion, DWI school, Defensive Driving class, sealing records etc.

7. Processes court paperwork, payment records and receipts and reports and disseminates to proper authorities, i.e. ACIC, Police Department, Sheriff's Office and other various law enforcement agencies and state reporting agencies.
8. Completes all paperwork from court which is ordered by the Judge such as issuing warrants, preparing orders, letters and communications with attorneys and/or defendants, certifying copies of court documents.
9. Prepares and files appeals to Circuit Court.
10. Answers telephone inquiries and refers requests to proper department.
11. This employee will be cross-trained to substitute for and assist the Small Claim and Civil Court Clerks or Probation Officers at any time and performs other duties as assigned.
12. Maintains records and balances of multiple checking accounts.
13. Maintains records and bookkeeping of weekly, monthly and yearly case files and reports to various agencies.

SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. Knowledge and mastery of current office procedures.
2. Knowledge of District Court procedures and processes and knowledge of applicable local state and federal laws affecting District Court.
3. Skill in operation of typewriter, computer, copier, calculator, scanner, fax machine and recording devices.
4. Skill in interpersonal relations, written and oral communications.
5. Skill in basic mathematical and bookkeeping calculations, including monthly reports and bank statements.
6. **Must maintain privacy of sensitive and personal information.**

IMMEDIATE SUPERVISOR:

The District Court Chief Clerk will supervise daily tasks and assignments with the District Judge as Department Head.

Work will be assigned in terms of general instructions requiring the employee to use his/her judgment. Employee determines work methods for completing assigned tasks and requests assistance from supervisor if a problem arises. Completed work is reviewed for compliance with general operating procedures, accuracy, and the nature and propriety of the final results.

WORKING CONDITIONS:

Work is performed in either an office or a courtroom. Work is typically performed at a desk or table with intermittent standing, stooping, climbing stairs or walking and occasional lifting of light objects.

MINIMUM QUALIFICATIONS:

1. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Knowledge of alphabetical and numerical methods of filing and sorting.
2. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship or having served in a similar position for one to two years.
3. Ability to communicate effectively.
4. Ability to complete Arkansas Court Clerks Association Certification Program which would require an overnight stay for such meetings.