



DEPUTY CLERK OF COURT | JOB DESCRIPTION

Reports To	Court Administrator	FLSA Classification	Full Time, Non-Exempt
Date Revised	March 2025	Department	Courts

The purpose of this job is to attend to the needs of the Court in the performance of the duties of the judiciary. Duties and responsibilities include, but are not limited to, assisting in the processing, filing, and data entry of traffic citations, city ordinance violations, and abatement documents, receipting of cash transactions, giving assistance to the public, performing duties necessary to act as custodian of court records, and to perform such other duties as are or may be required by law or as necessarily appertain to the Court. This job is intended to be filled by two (2) incumbents.

ESSENTIAL FUNCTIONS

- Organize the court calendar and issue notices to those ordered to appear. Distribute calendars as required.
- Docket citations for infractions and non-traffic misdemeanors issued by the Chamblee Police Department and Code Enforcement. Maintain a record and filing system for their orderly processing. Mail warning letters and failure to appear notices.
- File miscellaneous documents related to the court's operations and enter on computer system. Receive bond forfeitures and payments on fines; receipt and bank all money received by the Court. Enter data on computer.
- Complete dispositions on citations. Complete necessary forms, such as time payment forms or community service documents. Distribute dispositions and forms to appropriate agencies and maintain records according to procedure. As directed, type court documents, such as jail commitment orders and warrants, for signature of the Municipal Court Judge.
- Proofread own material to assure proper layout, arrangement, grammatical composition, spelling, and inclusion of all pertinent information.
- Welcome and serve the public at the counter and on the telephone, responding to inquiries in a courteous manner and providing information within scope of knowledge and authority. Refer to City employees, as appropriate.
- Send subpoenas, enforce the responsibility to serve, maintain other communications, and do all necessary recordkeeping.
- May, depending upon experience and skill, fill in for some of the duties of the Municipal Court Administrator in the absence of the Administrator.

ADDITIONAL JOB FUNCTIONS

- Uses a variety of computer software programs such as Microsoft Word, Excel, Outlook, Courtware, and Zuercher.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Assistant Clerk of Court
- Part time Office/Court Assistant

QUALIFICATIONS

- High school diploma or equivalent required; Associate degree in paralegal studies or related field preferred
- GCIC Operator Certification required to be obtained within 6 months on the job
- Skilled in tracking and handling cash and evaluating cash handling procedures
- Knowledge of legal terminology and application
- Knowledge of procedures and policies of court proceedings
- Demonstrates a commitment to public service; serves and satisfies internal and external customers



- Treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others. Possess the ability to establish and maintain relationships while communicating and connecting with people of all ages, backgrounds, etc.
- Writes and speaks effectively, using conventions proper to the situation; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions
- Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules tasks effectively
- Is alert in a high-risk environment; follows detailed procedures and ensures accuracy in documentation and data; carefully monitors gauges, instruments, or processes; concentrates on routine work details; organizes and maintains a system of records.

PHYSICAL REQUIREMENTS

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

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle or feel objects; use tools and equipment; reach with hands and arms; or talk and hear.
- The employee may be required to climb, stoop, kneel, crouch or crawl.
- The employee must regularly lift and/or move up to 10 lbs., occasionally lift and/or move 20 lbs.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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

- While performing the duties of this job, the employee generally works inside an office.
- The noise level in the work environment is usually low to moderate.

The City of Chamblee has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the City of Chamblee reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate by the City of Chamblee.

Print Employee Name	Employee Signature	Date Signed
---------------------	--------------------	-------------

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
-------------------------------	------------------------------	-------------