

CHIEF DEPUTY CLERK OF CIRCUIT COURT

FUNCTION OF THE JOB

Under direction, to be responsible for the operation, coordination, and direction of a major division or divisions of the Clerk of Courts Office; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages, supervises, and coordinates a major division of the Clerk of Courts Office; discharges delegated statutory duties of the Clerk of Courts; functions as a liaison between the Clerk and the circuit courts.
2. Plans and directs the business operations and integration of all divisional business and financial functions, such as case management, calendaring, public information, cash handling, and court operations; coordinates these functions with all legal system participants.
3. Directs the development, implementation, maintenance, and coordination of divisional operations including policies and procedures, program operations, workflow, legal and statutory requirements, and customer service.
4. Evaluates and incorporates appropriate technology tools into daily work processes.
5. Selects, trains, supervises, and evaluates staff; handles personnel problems of the staff; assumes responsibility for orientating staff on circuit court related policies and procedures, rules, statutes and laws.
6. Directs court operations including related judicial needs, security, courtroom staff coverage and training, jury management, exhibit storage, record keeping, and case management.
7. Manages the retention of court exhibits and records in accordance with State Supreme Court rules and state model court record keeping procedures.
8. Responsible for financial operations including collection of statutory and court-ordered financial obligations, collection efforts, and internal fiscal control.
9. Responsible for developing and maintaining divisional content on Circuit Court Services Internet and intranet sites and provides training on available services and information.
10. Analyzes case law, statutory changes, and proposed legislation; provides guidance on their impact on divisional operations, and directs and coordinates required changes.
11. Directs the planning, evaluation, and implementation of automated court management systems and business processes; trains employees in automation requirements; coordinates automation with other court related units, and local, state, or federal agencies.
12. Directs, reviews, analyzes, and coordinates the preparation and submission of complex statistical and financial operating reports to establish business and court performance measures.
13. Assists in the evaluation, development, and implementation of the annual budget and the departmental strategic plan for divisional operations.
14. May attend court proceedings and document the official records pursuant to statute, give oaths, and take custody of exhibits.
15. Represents the department on state, County, and outside agency boards and committees and acts as a liaison to justice related business partners.
16. Establishes and maintains effective working relationships with department staff, other County departments, State Circuit Court, outside agencies, and the public.
17. Maintains prompt, predictable, and regular attendance.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the practices and administrative elements of the state and County justice system, with specific knowledge of circuit court operations.
2. Thorough knowledge of the duties and responsibilities of the Office of the Clerk of Circuit Court.
3. Thorough knowledge of administrative, fiscal, managerial, business operations, and supervisory principles and practices.
4. Thorough knowledge of federal and state laws, administrative regulations, case law, and court rules as they relate to the legal and business operations of the court system, and related agency services.
5. Thorough knowledge of the capabilities, operations, uses, and requirements of computer-based business applications including Consolidated Court Automation Program (CCAP).
6. Considerable knowledge of practices in financial accounting, reporting, and control.
7. Considerable knowledge of Internet access and database, spreadsheet, and word processing programs.
8. Ability to strategically plan, critically assesses, manage, and coordinate the development, implementation, and evaluation of court business operations and services.
9. Ability to organize, manage, direct, and evaluate the work of individuals and groups of individuals to accomplish the goals of the organization.
10. Ability to effectively prepare and present clear and concise reports, ideas, concepts, and recommended courses of actions to persons or groups in a variety of situations, both orally and in writing.
11. Ability to develop and administer departmental policies and procedures, and communicate these to court officials and staff, case participants, other agencies, and the public.
12. Ability to manage a division or divisions in an effective and fiscally responsible manner.
13. Ability to establish and maintain effective working relationships with department staff, other County departments, State Circuit Court, outside agencies, and the public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to assess the administrative and operational impact of recommendations.

Training and Experience

1. Associate degree or sixty (60) credits from a recognized college or university in business, criminal justice, public administration, paralegal, or a closely related field.
2. Five (5) years of progressively responsible work experience in a court-related or legal environment, two (2) years of experience must be in a supervisory capacity.
3. A bachelor's degree in business administration, public administration, criminal justice, or a closely related field may substitute for one (1) year of the general work experience.
4. A master's degree in a related area may substitute for two (2) year of general work experience.