

## **JOB DESCRIPTION**

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**TITLE:** Deputy Court Clerk/Payments

**DEPARTMENT:** Court/Clerk

**DATE:** August 2021

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**SUMMARY:** The principal function of this employee is to monitor and post payments while correlating them to the appropriate payment agreements. This position provides a positive customer service experience by greeting the public in a professional manner and providing information.

### **ESSENTIAL FUNCTIONS:**

1. **Accepts, monitors, verifies, and posts payments.** Processes payment defaults on all criminal cases; setting hearing dates and sending notice to appropriate person/agency. Monitors case payment agreements and posts all criminal payments that come in over the counter, on the phone or through the mail. Monitors supervised probation fees on individual magistrate cases. Performs simple bookkeeping duties related to processing of monies received by the court and closing procedures outlined in the Boise County Cash Handling Policy.
2. **Process and maintain official documents.** Files infraction and misdemeanor citations received from law enforcement and prepares the files for court. Processes default documents on overdue infraction cases and mail notices to appropriate parties. Files documents brought in by the public at the counter or directs them to the appropriate person or office. Files documents related to civil cases such as Small Claims, and BAC cases and is responsible for maintaining those files. Processes files for Appeals. Monitors and processes all e-citations. Provides paperwork to parties coming out of court. Creates the Clerk's record for appeals, and monitors appeals.
3. **Responds to information requests.** Assists the public by helping individuals identify the documents they are requesting, and obtaining copies of documents. Provides responses to information requests while adhering to Idaho Code, the Idaho Court Administrative Rules, and county policies.
4. Directs inquiries from public to the appropriate staff and resources.
5. Processes driver's license suspensions and restricted driver's license applications and notifies appropriate agencies.

### **OTHER FUNCTIONS:**

6. Acts as receptionist, receives callers to the office, directs them for proper assistance.
7. Collects, routes, and sorts incoming mail.
8. Operates general office equipment, including computers, scanners, printers, and cash register.
9. Operates a multiline telephone system to receive and route calls.
10. Performs simple and routine clerical tasks to include typing and filing.
11. Fills in for and performs functions of other deputy clerk positions.
12. Performs other duties as assigned by Court Supervisor and County Clerk in accordance with County policies, procedures and safety practices.

**REPORTING RELATIONSHIPS:** Position reports to Supervising Deputy Court Clerk and ultimately the Boise County Clerk.

**NECESSARY SKILLS AND QUALIFICATIONS:**

- Must have excellent command and use of English and spelling.
- Must have a general knowledge of legal practices and procedures, legal terminology, legal forms, court system procedures, and clerical and court-related work.
- Must be able to type at a moderate rate of speed.
- Must be able to maintain harmonious working relationship with other employees and the general public.
- Must have demonstrated experience appropriately handling confidential matters.
- Must have a customer service-oriented approach and philosophy.
- Must be proficient with Microsoft Office products (Word, Outlook, Excel) and court computer programs.
- Must be able to work with a high degree of accuracy, pay close attention to detail, and be organized.
- Must have a high school diploma or GED equivalency. A college degree in accounting, business administration, or finance is preferred.
- Must successfully complete a background investigation, a criminal history check, and a consumer credit report check.
- Two years of general clerical experience is preferred.
- Any functional equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**ESSENTIAL PHYSICAL ABILITIES:**

- Must have sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person.
- Must have sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials.
- Must have sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard hand tools, and standard office equipment.
- Must have sufficient personal mobility, flexibility, agility, and balance, ability to lift stacks of paper weighing up to 10 pounds, with or without reasonable accommodation, which permits the employee to work in an office environment, and also remain in a stationary position for most of each work day.
- Must be able to occasionally move about inside an office setting to access file cabinets, office machinery, and to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

This job description describes the chief functions of the position, and is not to be considered descriptive of every duty or function of the job.