

**Job Title:** Clerk of District Court –Chief Deputy  
**Classification:** Full-time  
**Department:** Assessor  
**Reports To:** Clerk of District Court  
**Location:** 525 E. Grand Ave.

**Prepared By:** Clerk of Court  
**Prepared Date:** 12/27/16  
**Approved By:** Human Resources  
**Approved Date:** 1/20/17  
**FLSA Status:** Non-Exempt

**FUNCTION:** Under general supervision of Clerk of District Court, perform technical clerical work in the case management support. Oversee and assist in daily operation of Clerk of District Court office to properly maintain Court records, assist customers, and answer questions that come in by phone and accept payments.

- Daily/Monthly Books- As backup to Administrative Assistant; Receive and payout bonds, fines, fees and restitution;
- Child support bank reconciliation monthly;
- Work with SOU on child support payment problems/issues;
- Rotate doing inactivity report monthly;
- Payroll cross train;
- Attend daily Court and Jury trials within rotation;
- Attend Commissioner meetings when applicable;
- Supreme Court quarterly reports;
- All Accounting issues for child support, bank reconciliation, payment-back outs, etc.;
- Interview and provide input on new hires;
- Case inactivity report on a monthly basis;
- Case Management (be involved in conversion to FC Enterprise);
- Participate in all phone/WebEx's with SC;
- Accompany Clerk of District Court to all CDC Association meetings throughout the year;
- Assist in Personal, vacations, lunches, etc.;
- Jury pools/AS400 or new one;
- Evaluations;
- WYUSER Index Cleanup;
- Cross Train with all deputies and Administrative Assistant.

The Clerk of District Court employees interact with the Judge and his/her staff. Police and Sheriff Department employees, attorneys, Supreme Court administration, many other court related agencies (ex: Probation/Parole, Victim Witness Coordinator), County Attorney and staff, all other employees throughout the courthouse and the general public. Contacts with the public may be negative in nature and require a great deal of tact, discretion, sensitivity and occasionally, firmness.

**Qualifications/Requirements:** High School Diploma or equivalent. Be proficient in spelling and have an understanding of legal terms, knowledge of data entry, good communication skills and the ability to work with co-workers in a respectful, friendly way.

**Work Conditions:** Work is performed primarily in an office or courtroom environment, which may be crowded and noisy. Sitting at a work station and enter data into a computer for extended periods of time is required. The courtroom environment is subject to potential conflict and/or hostility from the public. Occasional lifting is required.