



City of Gulfport, Mississippi
Job Description

Deputy Court Clerk I (DCC1)

Department: 125 – Municipal Courts

EEO Category: Office & Clerical

Date Revised: 2 21 13

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Under general supervision of the Court Administrator or designee performs tasks in conjunction with other Deputy Court Clerks and administrative personnel. The Deputy Court Clerk performs a wide variety of clerical, courtroom and administrative support duties for the Municipal Court by following established policies and procedures based upon Mississippi statutes, rules and local ordinances.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Import documents and scans traffic, parking and criminal misdemeanor affidavits into computer system.
- Uses computer to retrieve court case information and/or update defendant information.
- Maintain a high level of professionalism and confidentiality.
- Greets visitors and directs general public to appropriate area.
- Electronically file and retrieve court cases and affidavits.
- Respond to record requests in a timely manner including certifying documents.
- Scans and records data into the court's computerized system and on to the appropriate forms and logs.
- Verifies data for accuracy and completeness.
- Enters pertinent information into the Court's computerized system on all court cases for tracking and documentation of the file.
- Prepare court dockets for court presentation.
- Notifies defendants and attorneys of court appearances and prepares subpoenas.
- Schedules court trials, initial arraignments, hearings, and special settings.
- Assists judge in courtroom and coordinate courtroom activity.
- May handle and process cash payment of fines and/or serve as a collection or warrants clerk.
- Opens and verifies mail, removes and records checks, cash, money orders and other court related documents.
- Answers telephone and responds to requests from citizens regarding fines,

- trial and arraignment hearing dates, adjudication, and other information pertaining to court processes and polices.
- Receives and routes court documents including Orders, Motions, Entries, etc. to ensure accurate and proper filling.
 - Prepare, file and submit failure to comply, pay or appear letters for processing.
 - All other assigned duties.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to learn quickly and adapt to the court's computer software system.
- Knowledge/ability to learn court system operations.
- Ability to identify and initiate work tasks with minimal supervision.
- Strong attention to detail.
- Ability to perform basic mathematics.
- Strong grammar, writing, and verbal communication skills.
- Ability to organize work, set priorities and meet critical Court deadlines.
- The ability to adapt to technological and work environment changes.
- Must be able to maintain confidentiality of Court documents and records.
- Must be able to perform data entry and type accurately 30 wpm to perform assigned duties.
- Ability to demonstrate a working knowledge of Microsoft Office programs including Word, Excel, Outlook and Adobe Acrobat.
- Possess strong customer service skills with the ability to remain calm in sometimes stressful situations.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High school graduate, plus one (1) year of general clerical or business experience. Completion of twenty (20) semester hours of college or an Associate Degree may substitute for one (1) year of the required experience. Other combinations of experience and education that meet the minimum requirements may be substituted. Prior Court and/or legal experience preferred.

Licenses or Certificates

Must have the ability to obtain and complete certification of the National Incident Management System courses.(NIMS)

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.