

PIERCE COUNTY BOARD OF COMMISSIONERS

Job Title	Deputy Clerk
Department	Clerk of Superior Court
Hours	Mon – Fri, 8am-5pm
Classification	Full-Time, Non-Exempt
Reports to	Clerk of Court
Pay Rate	\$15.60/hour



JOB SUMMARY:

Supervises and participates in receiving, recording, and filing court related public documents and records, scheduling cases, and pulling case files and materials for presiding Judge, and assisting the public file documents, issue warrants and/or obtain information. When assigned to the Board of Equalization, supervise appeals process, manage all records and correspondence, and supervise the Appeal Administrator.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Plans, assigns and monitors work, instructs and assists subordinates engaged in clerical support functions for assigned Court. Prepares and approves time sheets and submits to payroll for payment, approves vacation and sick leave and assists in interviewing and selecting staff for vacancies.
- Prepares Court Calendar for permanent record of daily schedule of hearings; schedules trials providing appropriate time required to ensure citizens receive accurate and efficient disposition of their cases; notifies all parties involved of date, time and location of the hearing.
- Types, files and processes subpoenas, warrants, claims, dispossessories, court orders, new warrants, marriage licenses, birth certificates, etc.; prepares bench warrants for those not appearing in Court.
- Assists and participates in receiving, filing, and indexing various court related information such as notary public applications and certificates, civil and criminal cases and pleading, marriage licenses, real estate documents, traffic and UCC cases, etc. Receives copies and distributes prisoner Personal History sheets.
- Prepares and maintains files on court cases to include sentencing, charges, and accusations; notifies other courts of charges.
- Assists the public issue warrants, statement of claims, or garnishments and/or obtain information related to court services.

- Assists and participates in calculating court costs and issuing bills; collects court costs, fines and filing fees and issues receipts; collects garnishment as directed.
- May file and record wills and financial disclosure reports filed by candidates and prepare reports for the Financial Disclosure Commission.
- May schedule and collect payments ordered by the court; makes deposits, writes checks and records receipts and disbursements onto account ledger.

MINIMUM QUALIFICATIONS REQUIRED:

- High School Diploma or G.E.D.
- Four years clerical support experience of which at least one year is in a court or legal environment.