
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: CIRCUIT COURT CLERK/DATA II
This position is open to County Employees and the General Public.
POSITION NO: 60
STARTING SALARY: \$29,121 - \$32,758
DEPARTMENT: COUNTY/CIRCUIT CLERK (200)

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for processing of civil, criminal, and probate case filings and subsequent pleadings filed in Pulaski County Courts, implementation of court orders, data entry of case records, and the establishment of State Child Support Enforcement cases.

ESSENTIAL JOB FUNCTIONS:

- Receives and processes civil complaints, criminal filings, replevin, summons, garnishments, writs of execution, and writs of possession and civil and criminal subpoenas.
- Assigns a book and page number to each pleading, motion, order, decree, etc. filed for all Circuit Court cases.
- Enters dispositions of cases upon resolution and closes cases within computer system.
- Completes a supplemental wage assignment order for Judge's signature as ordered by Judge for payment of child support; forwards to child support division.
- Prepares court dockets by running docket sheets containing case number, defendants, charges, attorneys, and case status and by pulling case files; reviews case files to ensure all documentation is included.
- Answers questions in person and by telephone related to Circuit cases and filing procedures.
- Prepares and issues all bench and alias warrants, commitment orders, bond forfeitures, summons, fine statements and revocation warrants for cases in assigned divisions; posts court dates and times to docket.
- Calculates court costs including fine amount, court fees, witness fees and subpoenas issued.
- Notifies State of driver's license suspension for drug-related convictions.
- Receives paperwork for Probate cases including adoption, guardianship, decedents, estates, mental commitments and alcohol commitments from attorneys or public; reviews to make sure all necessary documents are included.
- Receives orders from judges concerning Probate cases; issues testamentary letters, letters of guardianship, letters of administration, or documentation relating results of cases; mails out as appropriate.
- Receives accountings and inventories on guardianships and estates; certifies and seals documents; submits to judge for approval.
- Researches records to copy and certify orders or case information as requested by the public.
- Files new cases that are initiated by the State Child Support Enforcement Unit; date stamps documents; assigned case numbers and obtains division assignment; enters data into computer system and forwards to appropriate division.
- Conducts roll call for jurors when needed; prepares records of jurors present and seated for payment of jury fees.
- Administers oath to seated jurors.
- Swears in special judges when necessary.
- Conducts record checks to determine any previous cases and judge assigned.
- Fax release orders and final/dismissal orders of protection to Sheriff's Department as needed.
- Calculates court awards as needed in the preparation of civil dispositions.
- Prepares and files cases for pauper lawsuits if approved by judges; send to citizens for signature.
- Serves as back up to Case Coordinator for Division Judge with the scheduling of hearings and preparation of correspondence.
- Perform other duties as requested.

MINIMUM QUALIFICATIONS:

- Completion of high school or GED equivalency
- Considerable clerical work experience with record keeping in a legal, court system, or related area
- **OR**
- Any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

PHYSICAL REQUIREMENTS:

- Ability to communicate orally in person and by telephone.
- Digital dexterity needed for keyboard operation.
- Visual acuity necessary for use of a computer screen.

ADDITIONAL REQUIREMENTS:

- Must be bondable.
- Satisfactory completion of a criminal background examination.

OPEN DATE: 08-10-2017

CLOSE DATE: 08-16-2017(5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and the selecting official has received all applications.

