
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: CENTRAL RECEIVING CLERK
This position is open to the General Public and County Employees.
POSITION NO: 015
STARTING SALARY: \$25,430 - \$29,781
DEPARTMENT: CIRCUIT/COUNTY CLERK (200)

PRIMARY RESPONSIBILITY / FUNCTION: Supports Circuit Courts by taking receipt of, processing, and filing new cases; interacts extensively with attorneys and self-represented litigants, both in-person and remotely.

DUTIES AND RESPONSIBILITIES:

- Receives civil, criminal, domestic relations, and probate cases filed within the divisions of Circuit Court; ensures all necessary documentation and proper fees are submitted.
- Receives, processes, and issues civil, domestic relations, and probate complaints; criminal filings; replevins; summons; judgments; garnishments; writs of execution; writs of assistance; writs of possession; writs of Scaire Facias; notices; warning orders; civil and criminal subpoenas; decrees of divorce; and other court orders.
- Reviews to ensure that new cases received meet all requirements and are file stamped and entered into the computer to assign a case number and division of circuit court; makes corrections or rejects filings as needed.
- Receives filing fees, inputs payment information into computer designating case number and amount paid, and issues receipts.
- Balances cash and receipt reports daily; submits cash to Accounting Division of Circuit County Clerk's Office.
- Assists individuals in completion of Domestic Abuse Petitions; ensures all information is provided; assigns case number and establishes case file.
- File marks pleadings, receives paper filings, digitizes documents, and uploads images into computer program.
- Assists customers as needed at counter, via telephone, and via electronic means with filing a case and answering questions as they relate to case filing procedures.
- Establishes a case and assigns a case number for various filings and presents to judicial offices as needed.
- Completes witness certificates as needed for any witness subpoenaed to testify in a case; assesses appropriate fees to the proper defendant.
- Prepares and files cases for pauper lawsuits if approved by judges; sends notices to citizens.
- Conducts record checks to determine any previous cases and judge assigned.
- Records filing of tax liens and benefit overpayments.
- During major elections, may provide telephone support to poll workers.
- Perform any other related duties as required or assigned.

NUMBER OF PERSONNEL SUPERVISED: 0

WORKING CONDITIONS:

Work is performed in a smoking restricted office environment.

MINIMUM QUALIFICATIONS:

Completion of high school or equivalent with advanced training in word processing, data entry, bookkeeping courses or related fields; some work experience with clerical record keeping in a legal, court, or related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Must be bonded or be able to immediately become bonded.
Satisfactory completion of a criminal background examination.

OPEN DATE: 01-11-2019

CLOSE DATE: 01-17-2019 (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.