
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: DEPUTY COURT CLERK
This position is open to County Employees & the General Public
POSITION NO: 012
STARTING SALARY: \$25,430 - \$29,781
DEPARTMENT: DISTRICT COURT (1300)

PRIMARY RESPONSIBILITIES/FUNCTION: To prepare and maintain the records and dockets for District Court and to receive payments for fines, garnishments, and filing fees for civil/small claims cases, special services cases, traffic and criminal cases.

ESSENTIAL JOB FUNCTIONS:

- Assigns case numbers to traffic tickets and Arrest Disposition Reports; inputs court dates and case numbers into computer.
- Receives filing paperwork for civil/small claim cases, criminal and special services cases; reviews to ensure all necessary paperwork is included; assigns case numbers and court dates.
- File stamps each filing instrument page, copies documents and returns one copy to attorney or public.
- Completes letters to defendants, recognizance bonds, appeals, etc. as required.
- Researches vehicle information, criminal and driving records in the ACIC/NCIC database prior to court date for court reports.
- Prepares daily dockets for traffic court, criminal/hot check court, civil/small claims court and special services cases; ensures all cases are listed on docket.
- Prepares subpoenas and warrants as ordered by the judge or as requested by attorneys and law enforcement agencies; forwards to Sheriff's Department or private companies for service.
- Prepares paperwork for weekend jail and commitments; forwards to Sheriff Department with list of dates.
- Receives case dispositions from court; enters dispositions into court records; dispatches speed letters as needed to appropriate agencies to relay case disposition; closes case files.
- Completes garnishment paperwork as required by court; computes garnishments plus interest.
- Prepares documents to process court dispositions including commitments and fine assessment; computes fines and court cost.
- Answer questions in person and by mail regarding court procedures and dates.
- Accepts payments for probation monitoring fees, court fines and garnishments; issues receipts and balances case received daily; sets up payment plans as needed.
- Coordinates schedules and volunteer opportunities with nonprofit organizations for court ordered probation cases.
- Prepares daily jail dockets for video arraignment.
- Prepares file for Bond Forfeiture Hearings and provides information to County Attorney for court.
- Prepares "No Contact" orders and the dismissal of "No Contact" orders in court for Domestic Abuse cases; distributes copy to victim, defendant and the original copy to the Sheriff Department to input in ACIC database.
- Schedules appropriate monthly classes and Community Services. Monitors Defensive Driving/Probation and DWI cases.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Pull case files for the judge as cases come up on docket; reviews all case files for compliance of judge's orders.
- Maintains pending case files and closed case files after court date.
- Attends court sessions to provide assistance during court proceedings; records all court proceedings.
- Receives incoming mail; prepares outgoing correspondence.
- Performs other related duties as required.

WORKING CONDITIONS:

Work is performed in a smoking-restricted office environment.

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalent; some clerical work experience with recordkeeping; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Employment is contingent upon satisfactory completion of a criminal background investigation.

Must be able to obtain ACIC/NCIC certification within one year of employment.

Must be bondable.

OPEN DATE: 07-10-2019

CLOSE DATE: 07-16-2019 (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 all applications have been received by the selecting official.