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: RECORDS CLERK
This position is open to County Employees and the General Public.

POSITION NO.: 071
STARTING SALARY: $26,193 - $30,329
DEPARTMENT: Circuit/County Clerk (200)

PRIMARY RESPONSIBILITIES/FUNCTION: Responsible for providing assistance to the public with court case files, Marriage and Medical Licenses, DBA Certificates, Ministers Certificates, Beer and Liquor Licenses, and Going Out of Business Applications; including updates, changes, filing, etc.

ESSENTIAL JOB FUNCTIONS:
- Receives requests via email and instant messenger from Court Clerks for files for court dockets; checks files in and out through computer software; delivers files as needed.
- Searches case records to conduct background checks or obtain case documents as requested by FBI, other law enforcement agencies, prosecuting attorney offices, Arkansas Department of Correction, etc.; prints copy of requested document and forwards within required time frame.
- Assists and gives instruction to the public on navigating Circuit County Clerk’s website, Contexte System, microfiche, microfilm, copier, and organization of files in order to search court records.
- Answers telephones and assists public with general information; forwards calls to appropriate staff members when necessary.
- Inputs documentation of all files checked out of office into computer records.
- Pulls files for public; makes copies of the file documents as requested.
- Calculates and collects monies owed for copies made and receipts customers as needed.
- Generates and sends reports and notices to local newspaper daily regarding the previous days’ filed and granted divorces, marriage licenses, DBA certificates, and other cases as needed in Pulaski County.
- Prints cards for the new case files to be placed on the outside of the case jacket and on the docket sheets.
- Receives petitions to seal and processes orders to seal; transmits orders to seal to the Arkansas State Police, ACIC, District Courts, and other law enforcement agencies.
- Maintains records within storage facility including case files, deeds, mortgages, and court dockets ensuring records are efficiently stored and easily accessible.
- Pulls and delivers documents and files from storage facility to upon request of other departments, attorneys, abstract companies, or the general public.
- Fields questions and requests via telephone, email, and fax regarding files located in the storage facility from other departments, abstract companies, etc.
- Makes address and name changes to DBA certificates and beer and liquor licenses.
- Files and scans County Court documents related to matters such as: Annexations, Special Improvement Districts, Road Closings, Road Dedication, Right-of-Ways, Vacating roads, Condemnation of roads, Creating and Establishing Private or Public Roads, Reduction and Returning property to acreage, Public Facilities Board, and County Court Cases involving the Marriage Licenses Division of the Circuit County Clerk’s Office.
- Schedules and publishes notices of County Court hearings.
- Files and scans various county records related to matters such as: incorporation of cities, cemetery records, lobbyist reports, non-profit organizations, student transfers, Statements of Financial Interests, sale of alcohol in wet and dry areas, maps, Oaths of Office, proclamations, resolutions, and contracts.
- Conducts research into county records concerning marriage licenses or other legal documents maintained within division upon request of public; provides certified copies to the public as requested.
- Indexes and maintains copies of all contracts for Pulaski County departments.
- Mails out requests for marriage license return when not submitted within designated time frame.
- Prints list of certificates of DBA and marriage licenses issued; forwards to appropriate agencies.
- Attends County Court hearings; records proceedings; transcribes minutes when necessary.
- Receives court orders from the County Court; records orders and distributes to appropriate offices.
- Sends notification of annexation hearings to Assessor’s Office, County Attorney’s Office, Planning Office, and the press.
- Performs any other related duties as required or assigned.

WORKING CONDITIONS:
Work is performed in a smoking restricted office environment and may require occasional handling of old, deteriorating paper.

MINIMUM QUALIFICATIONS:
Completion of high school or GED equivalency with some training in computer operation; some general clerical experience including data entry experience, record keeping, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

**ADDITIONAL REQUIREMENTS:**
Satisfactory completion of a criminal background investigation.

**OPEN DATE:** 1-03-2020  
**CLOSE DATE:** 1-09-2020 (5:00p.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.

03 January 2020  
004-20