

## **Hendricks County Job Description**

**Title:** Processing Clerk

**FLSA Status:** Non-exempt

**Department:** Clerk

**Pay Band:** OSS 4

**Supervisor:** Clerk

**Hours Work:** 8:00am to 4:00 pm

**Monday thru Friday**

**Purpose of Position:** Process new civil case filings, take in and file mark all paperwork filed in office, assist public and other office personnel at the counter. Take in filing fees and copy fees.

### **Essential Functions:**

- Maintains and updates paperwork in self help office.
- Notifies attorneys, defendants, all parties involved of new case filing.
- Issues summons, appearance, complaint on civil filings.
- Enters all new case filings in computer and labels files and sends to the court.
- Enters proper filing fee on computer system.
- Collects cash bonds in the computer system that is posted at the counter.
- Process Protective order petitions, label file and takes Petitioner to court.
- Prepares copies as needed.
- Assists the public in completing a variety of forms, including marriage license applications, protective orders, etc.
- Take in Pleadings, enter on computer and Deliver those that are ASAP to the Court.
- Assists public where they need to go, what they need, how much fees are.
- Must keep updated on Local, State law changes and forms.
- Process Marriage License Applications and Returns.
- Take in all filing fees, copy fees, cash bonds (at the counter) and enter in computer system.
- Prepares Protective Order packets
- Prepares Marriage License packets
- Keep updated on the type of cases each Court accepts
- Needs to know which Court that is doing Protective Orders, Video Court and Bond Out Court each week.
- Needs to know what Court to file each case type in.
- Needs to know case type by reading Complaint or Petition.
- Know the difference between legal advice and procedure advice.
- Learn what other county office's do to be able to direct the public.

- Hand write receipts after drawer is balanced
- Enter hand written receipts in computer from day before on proper case.
- Assists with bringing up three computers at the counter.
- Assists Attorney's, Attorneys' secretary and public on filing fee changes and forms
- In charge of money drawer
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Ability to maintain confidentiality
- Good organizational skills
- Ability to work basic math problems
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail
- Must be able to work in a high stress level environment

**Non-Essential Functions:**

- Assist others in the department as time allows.
- Performs other duties as assigned.
- **Assists entering pleadings on computer if needed**
- **Assists answering phones if needed**
- **Assists making copies of forms if needed**

**Education & Qualification Requirements:**

- High school diploma or GED
- **Good Customer Service skills a must**

**Responsibility:**

Incumbent works under established guidelines and procedures. Tasks are fairly routine, but require some selection of applicable methods and procedures. **Errors can cause excessive risk and cost repercussions.**

**Errors in work can cause significant inconvenience to the public or significant loss of time to the courts.**

**Working Relationships:**

Working relationships are with supervisor, associates in same department, other county departments, courts and the general public for the purpose of communicating factual or procedural information.

**Working Conditions & Physical Demands:**

Work is performed in a standard office environment.

**I have read and understand this job description, and its relationship to the position I occupy.**

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**Signature**

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**Date**

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**Printed Name**