



FAIRFIELD COUNTY PROBATE – JUVENILE COURT Job Description

Job Title: Deputy Clerk II	Employee Name:
Department: Juvenile and Probate	Class Title:
Reports To: Chief Deputy Clerk	Class Number:
FLSA: Non-Exempt	Civil Service Status: Unclassified
Prepared By:	Employment: Full-Time
Prepared Date: rev. 09.29.17	Regular Hours: Business Hours

SUMMARY

Advanced level Clerk duties to include; Juvenile and Probate case management, conducting legal and factual research, full maintenance of case record (physical and electronic), works closely and regularly communicates with the public, community partners, and key stakeholders. Other duties as directed.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Preparation of written reports and other correspondence
- Maintenance of all court filings and case records
- Follow-up with all required case activities pre/post hearing
- Ability to work in a fast paced environment and handle stressful situations
- Greeting the public professionally in person, via phone, and email
- Conduct legal and factual research
- Cross-check and validate information
- Organize and analyze information
- Attention to detail and data entry into case management system

SUPERVISORY RESPONSIBILITIES

- Not applicable

QUALIFICATIONS

- Bachelor's Degree preferred
- Paralegal certification or willingness to obtain
- Strong Administrative writing skills, reporting skills, scheduling, organization, time management, presentation skills, equipment maintenance, travel logistics, verbal communication, good memory power.
- Works well as a member of a team, high patience level, capable of working extra hours when needed.
- Proficiency with the following: MS Suite, Adobe, Merge Pro, Case Management Systems

LANGUAGE SKILLS

- Excellent written, oral, and interpersonal communication skills
- Ability to read, analyze, and interpret official reports, technical procedures, or governmental regulations.
- Ability to write reports and correspondence

- Ability to effectively present information and respond to questions from other departmental staff, clients, professional peers in the community, and the general public.

REASONING ABILITY

- Ability to define problems, collect information, establish facts, and draw valid conclusions in regards to youth safety and development.

PHYSICAL DEMANDS

- Ability to lift between 20 and 25 lbs.

MATH SKILLS

- Ability to apply concepts of basic addition and subtraction

CERTIFICATES, LICENSE, REGISTRATION

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WORK ENVIRONMENT

- Office/courtroom environment
- Team player – respectful interaction with all other county personnel; follow employee manual and dress codes.

Job description and schedule are subject to change at the discretion of the Court.