



Owen County Courthouse

January 2025

Job Position: Deputy File Clerk

Department: Clerk's Office

**Location: Owen County Courthouse
Spencer, IN (On-site)**

**Base Pay: \$19.36/hr
Fulltime benefits**

Applicants may submit resume & cover sheet to
Diane.stutsman@owencounty.in.gov

Or

Drop off M-F 8:00-12, 1:00-4:00 P.M.
Clerk's Office (2nd Floor)
60 South Main Street at the Owen County Courthouse
Spencer, IN 47460

**POSITION DESCRIPTION
COUNTY OF OWEN INDIANA**

POSITION: Deputy Office Clerk
DEPARTMENT: Clerk's Office
WORK SCHEDULE: 8:00 a.m. 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 2024

STATUS: Full-time

DATE REVISED: August 2024

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Owen County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Employee serves as Deputy Front Office Clerk for the Owen County Clerk's Office, responsible for assisting the public, processing, and filing cases for the civil and criminal courts of Owen County.

DUTIES:

Answers telephone and greets office visitors, determining nature of call/visit, providing information, forms, and basic procedures, taking messages, and/or directing call/visitor to appropriate individual or office.

Performs various administrative duties, including scanning documents, making copies, taking payments, and entering bail bonds from county sheriff.

Works with court personnel to gather information, including filing pleadings, correspondence, processing court orders from Circuit Court proceedings, starting new cases, and giving out protective orders.

Completes marriage licenses.

Performs related duties as assigned and assists co-workers as needed.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and computer software used by the Department, including Incite, Odyssey, and PayGov with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, punctuation, spelling, ability to prepare correspondence, documents, written reports, and detailed reports, as required.

Ability to properly operate standard office equipment such as computer, calculator, telephone, copier, and fax machine.

Ability to effectively communicate verbally and in writing with co-workers, other County departments, court personnel, and the public. This includes being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and departmental policies, work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to count and perform arithmetic calculations.

Ability to coordinate, place, make determinations, and act based on data analysis.

Ability to understand, memorize, retain, conduct written, oral instructions and present findings in written and verbal form.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to apply knowledge of people, locations, and plan/layout assigned work projects.

Ability to file, post, and mail materials.

Ability to work alone with minimal supervision and with others in a team environment.

Ability to work rapidly for extended periods and work on several tasks at the same time, often under time pressure.

II. RESPONSIBILITY:

Employee performs duties according to supervisor and service needs of the public. Assignments are guided by broad policies and/or general objectives using a variety of methods or procedures. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Work errors are primarily detected or prevented through notification from other departments. Undetected errors could result in loss of time to correct errors and work delays in other departments/agencies.

III. PERSONAL WORK RELATIONSHIPS:

Employee maintains frequent contact with coworkers, other County departments, court personnel, and the public for the purpose of giving and receiving information.

Employee reports directly to Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Employee performs duties in a standard office environment, involving sitting/walking at will, sitting for prolonged periods, pushing/pulling/lifting/carrying objects weighing under 50 pounds, crouching/kneeling, bending/reaching, handling/grasping/ keyboarding, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication.

Employees maintain frequent contact with the public and may be exposed to irate individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Front Office Clerk for the Owen County Clerk's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes___ No___

Applicant/Employee Signature

Date

Print or Type Name