

**REVISED 12/15/2020**

**DEPUTY CLERK (COUNTY AND CIRCUIT CRIMINAL & CHILD SUPPORT BACKUP)**

- FILE NEW FELONY AND MISDEMEANOR CASES, SET FOR 1<sup>ST</sup> COURT DATE IF NEEDED, MAIL OUT NOTICES
- FILE AND MAINTAIN JUVENILE DELINQUENCY CASES- FILE NEW CASES, DOCKET IN EXISTING CASES, COMMUNICATE WITH THE STATE AND DJJ
- PREPARE JUVENILE DELINQUENCY DOCKETS
- PROCESS JUVENILE DELINQUENCY COURT PAPERWORK- AFTER COURT UPDATE CASES WITH NEW COURT DATES, ADD DOCKETS, AND CLOSE CASES IF THEY ARE RESOLVED
- REVIEW AND COMPLETE JUVENILE DELINQUENCY EPORTAL FILINGS
- PREPARATION OF CIVIL JUDGMENTS AFTER JUVENILE COURT
- ATTEND COUNTY CRIMINAL AND FELONY COURT PROCEEDINGS ON A ROTATION
- E-WARRANTS, PRINT, EMAIL TO DISPATCH, SET UP NEW CASES
- CHILD SUPPORT- SET UP AND MAINTAIN ALL CHILD SUPPORT CASES AS TO CHANGES IN PAYMENT AMOUNTS, ARREARAGE AMOUNTS, MODIFICATIONS, CONTEMPT, ETC. PROCESSING PAYMENTS MADE THROUGH SDU. PROCESS SDU LOCK BOX EVERY DAY. PREPARE PRINTOUTS FOR DOR CHILD SUPPORT HEARINGS. PREPARE AUDITS ON CHILD SUPPORT CASES WHEN EITHER PARTY HAS ISSUES WITH AMOUNTS DUE. CHECK CHILD SUPPORT CASES FOR WORKERS COMPENSATION OR DISABILITY CLAIMS AS REQUESTED. PREPARE JUDGMENTS FOR DELINQUENT CHILD SUPPORT PAYMENTS. CIRCUIT CIVIL POSITION IS THE PRIMARY PERSON THAT DOES THIS, BUT THIS POSITION SHOULD BE ABLE TO DO THE SAME THING AS A HELP AND BACKUP TO THAT POSITION.
- REVIEW AND ACCEPT COUNTY AND CIRCUIT CRIMINAL EPORTAL FILINGS
- ATTEND FIRST APPEARANCES (BACKUP)
- ASSIST CUSTOMERS WITH CRIMINAL INQUIRIES OVER THE PHONE AND IN PERSON
- AUDITING AND RETENTION OF EVIDENCE AS NEEDED
- PROCESS BOND PAPERWORK AND UPDATE BOND INFORMATION IN CLERICUS
- ASSIST IN PROCESSING OF PUBLIC DEFENDER APPLICATIONS IN CRIMINAL COURT
- PREPARE DOC COMMITMENT PACKETS FOR JUDGE'S SIGNATURE AND MAKE COPIES FOR JAIL AS NEEDED
- ACCEPT AND PROCESS COLLECTION AGREEMENTS AND PAYMENTS AS NEEDED
- PREPARE CIRCUIT AND COUNTY COURT CIVIL JUDGMENTS AND UPDATE IN CLERICUS
- PERFORM CIRCUIT AND COUNTY CRIMINAL BACKGROUND REQUESTS FROM STATE AGENCIES
- PREPARE END OF DAY REPORTS AS NEEDED
- PROCESS AND LOG EVIDENCE FROM TRIAL/HEARINGS (BACKUP)
- TAKE THE MAIL TO THE POST OFFICE AT THE END OF THE DAY IF THERE ARE CERTIFIED MAIL PIECES.

**ANY OTHER DUTIES THAT MAY BE ASSIGNED BY CLERK OR SUPERVISOR**

**Offers of employment are contingent upon the successful completion of an FDLE background check, a physical, a drug screen and confirmation of eligibility to hire by the Florida Department of Retirement.**

**Applications close at Noon on December 29, 2020. Please bring completed application and resume' in person to the Clerk's Office Court Department, Attention Bethany or Alice, located at 201 N. Oklahoma Street, Suite 202, Bonifay, FL 32425.**

**Holmes County is a Drug-Free Workplace and an Equal Opportunity Employer.**