

**Revised 11/15/2023**

**DEPUTY CLERK (CIRCUIT CRIMINAL)**

- Maintain Felony case files – Add new cases as a backup, update cases with new filings.
- Prepare felony dockets and email to all parties. Prepare documents for court events (cost sheets, notices, minutes, etc.)
- Review and complete Felony e-portal filings.
- Process Felony Court paperwork – Update cases with new court dates, add dockets, close cases if they are resolved.
- Accept and Process Warrants through the E-Warrants system
- Attend First Appearances
- Attend Felony Trials
- Responsible for retention of Search Warrants.
- Accept and process collection agreements and payments
- Process and respond if needed to inmate mail in Felony cases.
- Process bond paperwork in Felony cases. Update to reflect changes in Clericus.
- Assist the public with Criminal Court inquires over the phone and in person to include processing payments.
- Receipt DOC checks.
- Attend Circuit Criminal Court. Attend County Criminal Court as a Backup
- Assist with processing public defender applications in court
- Run monthly and weekly criminal reports (LOGAN and Convicted Felon Report)
- Prepare DOC commitment packets for Judge's signature and prepare paperwork for pickup by jail.
- Prepare Felony Civil Judgments for Judge's signature and process Judgments.
- Process Criminal Appeals
- Prepare End of Day Reports and Balance cash drawer for Criminal Division (backup)
- Perform background checks for State Agencies (backup)
- Jury Selection Clerk (backup)

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