

REVISED 4/05/2024

DEPUTY CLERK (COUNTY CRIMINAL)

- MAINTAIN ALL MISDEMEANOR AND CRIMINAL TRAFFIC CASES – ADD NEW CASES AS A BACK UP, SEND NOTICES OUT FOR COURT, UPDATE CASES WITH NEW FILINGS.
- ADD FELONY CASES AS BACKUP, SET FOR 1ST COURT DATE, MAIL NOTICES
- REVIEW AND COMPLETE COUNTY CRIMINAL FILINGS IN THE EPORTAL.
- PROCESS BOND PAPERWORK ON COUNTY CRIMINAL CASES AND UPDATE TO REFLECT CHANGES IN CLERICUS.
- PREPARE COUNTY COURT DOCKETS, DISPOSITION, AND NOTICES FOR COURT PROCEEDINGS.
- ATTEND COUNTY COURT PROCEEDINGS. MAY ATTEND FELONY COURT PROCEEDINGS IF NEEDED
- PROCESS COURT PAPERWORK – AFTER COURT UPDATE CASES WITH NEW COURT DATES, ADD DOCKETS, AND CLOSE CASES IF THEY ARE RESOLVED.
- PROCESS REQUESTS FOR INTERPRETERS IF NEEDED IN COUNTY CRIMINAL COURT
- ASSIST CUSTOMERS OVER THE PHONE AND IN PERSON. THIS INCLUDES TAKING PAYMENTS OVER THE PHONE.
- PROCESS AND RESPOND AS NEEDED TO INMATE MAIL IN COUNTY CRIMINAL COURT.
- PREPARE CIVIL JUDGMENTS FOR JUDGE’S SIGNATURE AND PROCESS JUDGMENTS.
- PROCESS COUNTY PROBATION PAPERWORK TO INCLUDE PROBATION ORDER, VOP CAPIAS, AND VIOLATION AFFIDAVITS. THIS WILL USUALLY COME THROUGH THE E-PORTAL.
- RECEIPT COUNTY PROBATION CHECKS (BACKUP)
- ASSIST WITH PUBLIC DEFENDER APPLICATIONS IN COURT
- ACCEPT AND PROCESS COLLECTIONS AGREEMENTS AND PAYMENTS AS NEEDED
- PERFORM CRIMINAL BACKGROUND REQUESTS FROM STATE AGENCIES
- PROCESS WARRANTS SUBMITTED THROUGH THE E-PORTAL, FILE STAMP, EMAIL TO DISPATCH, SET UP CASE (BACKUP)
- PREPARE END OF DAY REPORTS AND BALANCE CASH DRAWER FOR CRIMINAL DEPARTMENT AS NEEDED
- ATTEND FIRST APPEARANCES
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ANY OTHER DUTIES THAT MAY BE ASSIGNED BY CLERK OR SUPERVISOR.