
Deputy Court Clerk I(Job Id 19097)

Location: Rapid City

Employment Type: Permanent Employee

Agency: Unified Judicial System

Post Date: 04/25/2022

Salary: 16.19-16.19 US

Description

Job ID: 19097

Agency: Unified Judicial System, Seventh Judicial Circuit

Location: Rapid City

Salary: \$16.19 per hour (effective 6/9/22 - \$17.17 per hour)

Closing date: Open Until Filled

For more information on the Unified Judicial System, please visit <http://uj.s.sd.gov>.

The Mission of the South Dakota Unified Judicial System is to provide Justice for All!

Our employees are our most valuable resource and crucial to accomplishing our mission. We seek talented and motivated individuals to be the face of the court system and help ensure that the Court and all the people that come before it receives the highest level of service. Our dedicated staff work to enhance community safety and ensure victim's rights while treating all individuals with dignity and respect.

The Unified Judicial System offers a comprehensive benefits package consisting of 10-12 paid holidays every year, extensive sick and vacation leave, paid family leave, military training leave, health and flexible benefits, regular working hours, continuing education opportunities, retirement benefits, a great working environment, and more.

This position is located in the Black Hills area with many recreational opportunities available throughout the year.

Position Purpose:

Subject to supervision by a lead worker deputy and/or the Clerk of Court, this position is responsible for performing and assisting other court personnel in duties associated with case management activities of criminal, civil, traffic or other cases in magistrate and circuit court from initial filing to final disposition.

Duties may include work in the following areas: case processing, scheduling, records maintenance, finance, jury, courtroom support, social/customer service; technical assistance and computer support, and other administrative matters. Examples include but are not limited to:

- maintaining bookkeeping records of all monies collected; recording support payments; maintaining accounts receivable and restitution payments, compiling reports on transactions and statistics; making daily deposits and submitting money to County Treasurer;
- reviewing legal documents for completeness, adequacy, and accuracy; determining processing required and taking necessary action in accordance with court rules;
- filing and indexing documents on any new or ongoing action for civil, criminal, probate, juvenile; adoption, mental illness, traffic, family, and small claims cases, as well as appeals, using manual and automated processes;
- performing statewide court record/information searches of persons, using primarily automated processes;
- scheduling court dates and attending court hearings to record events as they occur;
- assisting the general public with questions and concerns about court records and judicial procedure.

Minimum Qualifications:

Requires a high school diploma or possession of a GED certificate and one year of general clerical experience; or an equivalent combination of related education and experience.

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Successful completion of a criminal background investigation is required for employment.

Knowledge, Skills and Abilities:

Knowledge of:

- general office practices and procedures;
- fundamentals of customer service;
- principles and practices of accounting and bookkeeping;
- court/legal terminology, laws, policies, and judicial processes.

Skill in:

- working with computers (data entry, word processing, email, spreadsheets, calendars);
- communicating effectively orally and in writing, in person, using a telephone, or by mail;
- organizing and prioritizing work and managing time.

Ability to:

- recognize and diffuse escalating, difficult behaviors; and work cooperatively with others;
- acquire and analyze information from various sources, pay attention to detail, and make decisions;
- remain neutral; stay focused and not be easily distracted; maintain confidentiality;
- assess need for and adapt to change; participate in and learn from educational opportunities.

The State of South Dakota, Unified Judicial System does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The Unified Judicial System as an employer will be using E-Verify to complete employment eligibility verification upon hire.

You may view our benefits information at https://uj.s.sd.gov/uploads/pubs/Come_work_for_us.pdf.

Apply at: <https://sodakprod-lm01.cloud.infor.com:1443/lmg/hr/xmlhttp/shorturl.do?key=HSR>
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