

November 10, 2020

## Job Posting

Position: Deputy Clerk  
Department: Clerk's Office FLSA status: Non-exempt  
Work Schedule: 8:00am-4:00pm, M-F Status: Full-time  
Job Category: COMOT (Clerical, Office Machine Operation, and Technician)

The incumbent serves as a Deputy Clerk and is responsible for the filing of new suits.

### Duties:

Completes scanning of new suits and documents filed with Madison County Courts into the Odyssey system.  
Completes scanning of previously filed suits and documents with Madison County Courts into the Odyssey system.  
Processes marriage applications and records marriage information in the state portal.  
Maintains files of all process papers issued by Court and prepares, types and files summonses, warrants, court notices for servicing by Sheriff, bailiff, or mail, posts, and cross indexes all documents.  
Copies, distributes, and maintains files for various court proceedings, such as mental health cases, adoptions, and change of venue cases.  
Collects fees, drafts, and issues receipts for payment by computer, and maintains daily record of fees received, and prepares daily cash report for bookkeeping division, and posts garnishment checks.  
Assists attorneys, other agencies and jurisdictions and members of the public in locating case files, as needed. `

Answers phone calls and greets office visitors determines nature of call, responds to inquiries and/or routes caller to appropriate person or department.  
Assists other Court Clerks in various departments with duties as required.  
Sorts and distributes daily mail to courts and processes certified mail.  
Completes other related duties as assigned by the Clerk.

### Requirements:

High school diploma or equivalent; preferred candidates will possess at least six (6) months experience in a clerical support position. Working knowledge of standard office procedures and routines and ability to apply appropriate methods and procedures to assure proper completion of assigned tasks; working knowledge of the basic principles and methods of bookkeeping, grammar, spelling, and punctuation and ability to operate standard office equipment, such as calculator, copier, scanner, and computer. Ability to deal with co-workers and the public in a professional, courteous, effective and tactful manner.

Applications for the position are available and must be submitted to:

[www.madisoncounty.in.gov](http://www.madisoncounty.in.gov)

Deadline for submission is Friday, December 4, 2020, at 4:00 P.M.

Madison County Government is an Equal Opportunity Employer