

SENIOR CIVIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the processing of civil papers and the maintenance of detailed records of civil accounts. The work calls for the frequent exercise of independent judgment in giving out information regarding the status of open accounts and answering other inquiries. An incumbent personally composes most letters and releases of a routine recurring nature. The work is performed under the general supervision of the Administrative Deputy Clerk receiving detailed instructions only where policies have not been determined or when unusual circumstances arise. Supervision may be exercised over clerical staff in the absence of the Administrative Deputy Clerk. A Senior Civil Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews incoming civil papers to insure accuracy and completeness of information;
- Ascertains locations of individuals to be served using telephone directories, municipal or public utility records;
- Distributes executions, income executions, notices of garnishee, and orders of attachments, to deputy sheriffs for service upon named party, based on geographic area normally patrolled by deputy;
- Determines and calculates serving fees using schedules and figuring poundage fees;
- Bills attorneys appropriate amounts if remittances have not been received with papers received in office;
- Receives and issues receipts for payments, cash bails, cash fines, state fines, and conservation violation fines;
- Post dollar amounts to payment sheets, calculates interest charges and computes new balances;
- Reviews deputy sheriffs statements of service of civil papers for completeness;
- Issues monthly checks to attorneys and makes necessary entries to records;
- Prepares a variety of reports including monthly reports of civil account activities;
- Answers telephone providing information on civil accounts;
- Composes and types correspondence relating to status of civil accounts;
- Monitors status of accounts to ascertain approaching satisfaction of judgments in order to issue final statement.
- Does payroll transactions and prepares all related reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of modern methods of keeping and reviewing financial accounts and records;
- Working knowledge of business arithmetic and English;
- Ability to make arithmetic computations accurately and rapidly;

Senior Civil Clerk continued

- Ability to type accurately at an acceptable rate of speed;
- Ability to understand and follow oral and written instructions;
- Ability to deal effectively with attorneys and others;
- Clerical aptitude;
- Resourcefulness;
- Accuracy;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from high school or possession of a high school equivalency diploma and an Associates Degree in Business or related field which shall have included course work in compilation and maintenance of financial accounts and records **OR**

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years paid full time experience in compilation and maintenance of financial accounts and records **OR**

(C) An equivalent combination of training and/or experience as outlined in (A) and (B) above.

NOTE: Applicants seeking employment in this position may be required to provide verifiable training and/or experience in the operation of computers to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.

04/04/1996

05/14/1996

02/08/2011 retyped

CLASS: COMPETITIVE