

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Deputy Clerk/Office Assistant  
**DEPARTMENT:** Clerk  
**WORK SCHEDULE:** Variable  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** January 2010

**STATUS:** Part-time

**DATE REVISED:** April 2021

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Clerk/Office Assistant for the Cass County Clerk's Office.

**DUTIES:**

Scans Court documents and records according to established Department policies and procedures, including reviewing, sorting, and organizing documents, completing appropriate forms, and indexing and cross-referencing documents as required.

Inspects scanned images against original documents to verify accuracy and clarity of images. Runs verification reports to check imaging.

Maintains archived files of the Court and continually updates files of filmed documents to ensure efficient and effective retrieval. Boxes old records and files and moves to appropriate storage area. Purges Department records according to retention schedule. Completes proper forms for approval regarding destruction of records.

Assists general public and County employees with operating computer terminals, microfilm reader and printer, searching microfilms and securing and duplicating documents as needed. Prepares certified copies of documents as requested.

Responds to requests for research on a variety of information and searches Department files and archives as necessary.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Ability to meet all Departmental hiring requirements, including passage of a drug test.

Knowledge of standard policies and procedures concerning preparation and filing of Court documents, with ability to review files for accuracy and completeness, and properly prepare them for microfilming.

Knowledge of standard filing and retrieval systems of the County Clerk's Office, with ability to accurately maintain and update Department records and information accordingly.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare reports as required.

Ability to operate standard office equipment, including computer, calculator, copier, telephone, printer, and scanner.

Ability to effectively communicate orally and in writing with co-workers, other County Departments, and public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things, classify data, and act based on data analysis.

Ability to compute and calculate.

Ability to work alone with minimum supervision.

Ability to plan/layout assigned work projects and prepare detailed reports.

Ability to occasionally work extended hours.

**II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through notification from other departments, agencies, or the public. Undetected errors could result in work delay in other departments or agencies.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other County Departments, and the public for the purpose of exchanging information.

Incumbent reports directly to County Clerk.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting and walking at will, lifting objects weighing less than 25 pounds, bending, keyboarding, reaching, close/far vision, speaking clearly, handling/grasping objects, and hearing sounds/communication. Incumbent occasionally works extended hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Deputy Clerk/Office Assistant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name