

CIVIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves processing civil papers and maintaining detailed records of legal civil accounts. An employee in this class also performs routine clerical duties. The civil work is performed under the direct supervision of the Senior Civil Clerk. Other duties may be assigned by the Sheriff. A 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, social media, municipal, or public utility records;
- Assigns summons and complaints, executions, income executions, notices of garnishee, evictions, show case orders, orders of attachments, petitions and citation 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;
- Receives and issues receipts for payments, cash bails, cash fines, state fines, and conservation violation fines;
- Posts dollar amounts to payment sheets, calculates interest charges, and computes new balances;
- Calculates appropriate charges of remittances that have not been received with papers;
- Reviews deputy sheriff's statement of service of civil papers for completeness;
- Answers telephone providing information on civil accounts;
- Types correspondence relating to status of civil accounts;
- Types correspondence and reports from copy and rough draft.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing legal financial accounts and records; working knowledge of legal office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to make arithmetic computations accurately and rapidly; ability to accurately operate an alpha-numeric keyboard, however, speed is not a significant factor; ability to understand and follow oral and written instructions; ability to deal effectively with attorneys and others; clerical aptitude; resourcefulness; accuracy; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/1/83

Revised: 7/24/17