

POSITION DESCRIPTION JUSTICE COURT CLERK

DUTIES OF THE CLERK

The duties of the clerk include the following responsibilities:

1. Assign all criminal and civil cases on a rotating basis; the clerk shall record all affidavits and shall, as far as practicable, assign criminal cases to the Justice Court Judges in the county on a rotating basis to ensure equal distribution of the cases among the judges of the county.
2. Maintain the docket; the clerk retains its safe custody, makes all its entries and provide for its examination within the office.
3. Maintain a uniform case record; the clerk must keep a uniform case record on every civil and criminal case. The Judge must sign the case record for each disposition.
4. Report all fees, cost, fines and penalties charged and collected for deposit into the General Fund; The clerk must submit a sworn and written report to the clerk of the Board of Supervisors accounting for all fees, costs, fines and penalties charged and collected, including cash bonds and other monies forfeited in criminal cases, to be deposited into the General Fund.
5. Account for all monies deposited in or disbursed from the Justice Court Clerk Clearing Account; judgement monies received through writs of garnishment, attachment, or execution, restriction monies, cash bonds, civil fees for service of process outside of the county.
6. Give uniform receipts for any fees, costs or other monies; the clerk is required in all cases to give to any person paying him/her any fees, costs or other monies a uniform receipt, the form of which is to be prepared by the Attorney General.
7. Comply with the Mississippi Public Records Act of 1983; it ensures reasonable access to inspect and copy public records (except for those records exempted by law).
8. Prepare Attendance/Time Sheets for the department.

DESIRABLE KNOWLEDGE & ABILITIES

- Ability to type 40 words per minute
- Familiarity with computers, software packages and calculators
- Ability to work with a high degree of accuracy
- Ability to follow oral and written instructions
- Ability to maintain customer and departmental confidences
- Ability to work under occasional pressure and meet deadlines