

**POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA**

POSITION: Deputy Clerk/Child Support
DEPARTMENT: Clerk
WORK SCHEDULE: As scheduled
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 1997
DATE REVISED: February 2012

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Deputy Clerk/Child Support for the Fayette County Clerk's office, responsible for filing, maintaining, and processing Court documents, receipting/disbursing payments, balancing ledgers, preparing reports, and assisting the public.

DUTIES:

Receives and processes child support payments, including entering data in computer, printing checks, and disbursing checks to custodial parents as required.

Prepares, copies, certifies, files, records, and maintains court records/documents/orders involving child support cases, including updating required information on computer, such as name changes, address changes, employer, welfare information, and wage withholding, and processing payment history reports for local/state/federal agencies, housing authorities, schools, and attorneys as requested.

Maintains contact with Division of Family and Children Services regarding problems concerning child support payments and advises public about collection options and programs. Prepares and submits monthly report to state as required.

Periodically answers telephone and greets office visitors, providing information and assistance, taking messages and/or directing/transferring to appropriate individual or department as needed.

Periodically assists other departments, agencies, and individuals in locating records, and certifying/completing/filing documents.

Performs duties of Bookkeeper in his/her absence.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, and reconcile accounts.

Knowledge of standard filing systems and ability to maintain accurate and complete department files and records.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, Department of Child Services, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, calculator, fax machine, postage meter, copier, telephone, scanner, and printer.

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 written or oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, and coordinate data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work on several tasks at the same time, and work rapidly for long periods.

Ability to apply knowledge of people and/or locations and plan and layout assigned work projects.

Ability to read and interpret detailed prints sketches, layouts, specifications, and maps.

Ability to occasionally travel out of town, but not overnight.

II. RESPONSIBILITY:

Incumbent performs document/financial recording duties according to a formal schedule with work priorities primarily determined by service needs of the public. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Errors in incumbent's work are usually prevented through standard bookkeeping checks and detected through notification from other departments or agencies. Undetected errors may result in loss of time for correction, and/or inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, attorneys, Department of Child Services, and the public for the purpose of exchanging information and rendering services.

Incumbent reports directly to Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent occasionally travels out of town, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Clerk/Child Support for the Clerk's office 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/Type name