

JOB DESCRIPTION

CIVIL/SMALL CLAIMS DEPUTY CLERK MALVERN DISTRICT COURT

The successful candidate should have good computer skills, the ability to organize and prioritize work with attention to detail. Customer Service experience is a plus.

ASSIST PUBLIC IN FILING SMALL CLAIMS

Provide information on filing process

CREATE AND MAINTAIN CASE FILES

Prepare files for new cases
Enter new case data in computer system
Enter case updates in computer system

COLLECT FEES FOR FILINGS

Write Receipts
Make Bank Deposits
Reconcile Bank Account
Complete Monthly Reports
 listing of all cases w/receipt number and funds distribution
Complete Year to Date Report

ASSIST PUBLIC IN FILING

Answers to Complaints
Writs of Garnishment
Motion for Contempt
Schedule of Assets

PREPARE CASES FOR COURT

Print Docket
Pull files for court
Attend Court to Assist Judge
After Court, enter findings into computer system
Prepare Judgments and mail to parties concerned

OPEN MAIL

Pull files for Orders, Motions, Proofs of Service etc. and prepare for Judges signature
After Judge has signed enter updates into computer system
Mail file marked copies back to Attorneys
Return case files to File

TELEPHONE

Respond to public inquiries