

County of Fulton

JOB TITLE: Office Deputy I

DEPARTMENT: Magisterial District Court

REPORTS TO: Magisterial District Judge

SALARY LEVEL: 11.89-16.36

HOURS PER WEEK: 36, Full-time

PREPARED DATE: 6/11/2018

SUMMARY: Performs various clerical office duties within the Magisterial District Judge's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, however, other duties may be assigned.

Accepts money for fines; accepts and processes E-payments

Computer entry of transactions using the Magisterial District Judge System (MDJS)

Performs customer service duties for individuals entering the office

General clerical duties including, but not limited to filing, making copies, answering phone, distribution of mail

Performs daily and monthly check registration balances

Makes daily deposit and mail runs

Attends trainings and participates in continuing education as needed

Assists Office Deputy II with responsibilities

Supervisory responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Design – Demonstrate attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs;

Responds to requests for service and assistance.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically; upholds organizational values and confidentiality.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED).

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions.

Computer Skills

To perform this job successfully, an individual shall have excellent computer and typing skills, willingness to learn and undergo training on MDJS and easily adapt to the Sage MIP accounting software (accounts payable module). Microsoft Word processing software knowledge preferred.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, reach with hands and arms, talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.