



**PARISH OF CADDO**  
 Department of Finance  
 Human Resources Division  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted: 03/20/07  
 Closing Date: 03/27/07  
 Starting Rate: 19.99

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED: 03/19/2004;  
 08/15/2006;11/28/06;01/01/07*

JOB TITLE: Chief Deputy Clerk

DEPARTMENT: Juvenile Services

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$19.99 - \$30.048 / hour

GRADE: 24

Under general supervision, is responsible for supervision of clerical recording of all scheduled court hearings, typing of court minutes, filing, and research of court records.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be included.)

- Supervises and schedules other clerical personnel.
- Assigns case numbers. Establishes arraignment dates and insures that summons are issued.
- Prepares necessary administrative documents to insure that all is in readiness for hearings. Prepares correspondence relating to court proceedings.
- Insures that appropriate minutes are recorded and filed for each case.

**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.

- An associate degree in Secretarial Science, Office Management, or related field and three years of applicable experience OR High School Diploma or GED equivalent and five years of experience as a Deputy Clerk.
- Good knowledge of business English, business arithmetic, modern office practices, modern office equipment including computer controlled information systems. (Grammar, Spelling, and Microsoft Skills test will be administered.)
- Ability to adapt to changing schedules.
- Ability to establish and maintain effective working relationships with management, co-workers, Judges, attorneys, and the general public.
- Ability to plan and organize work and follow oral and written instructions.

**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 will experience physical requirements similar to those associated with a business office environment.