



**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:  
 Closing Date:  
 Starting Rate:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

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

JOB TITLE: Deputy Clerk II

DEPARTMENT: Juvenile Services

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$12.85 - \$19.34 / hour

GRADE: 15

Under immediate supervision, is responsible for clerical recording of scheduled Juvenile Court proceedings, preparation of correspondence and filing of official minutes. Performs limited supervision of subordinate deputy clerks.

**DUTIES AND RESPONSIBILITIES**

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

- Handles the initial filing and setting of new delinquency cases, may include FINS, Truancy, Traffic Court, Drug Court, or Child Support cases. Will be assigned to handle Delinquency Cases, Need of Care Cases, Traffic Court, Drug Court hearings or Child Support Court Dockets. May be required to handle Court proceedings when the Judges minute clerk is on vacation, sick or out for various reasons
- Responsible for preparing the minutes for the file, issuing summons, inputting all pertinent information in JCATS.
- Responsible for setting the Court hearings; certifying all copies that are distributed with the summons and setting up the actual file before it goes to court. Responsible for filing the Original pleading, certifying all copies, typing letters to attorneys, faxing, issuing subpoenas from various witness lists.
- Responsible for servicing the window, answering the telephone, filing correspondence in Court files, re-filing Court
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system and digital recorder. Provides assistance to other clerks as needed.

**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.

- High School Diploma or GED equivalent is required and three years of experience as a Deputy Clerk or applicable experience in an office environment is preferred (experience in an environment related to the processing of legal documents such as might be found in a court, law, bank, or real estate office.)
- Good knowledge of business English, business arithmetic, modern office practices, modern office equipment including computer controlled information systems. Typing skill of 45 net words per minute.
- Ability to adapt to changing schedules.
- Ability to effectively communicate orally and in writing.
- 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.