



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Chief Deputy Clerk of District Court

FLSA: Exempt

DEPARTMENT: District Court

REVISED:

Summary: Under general direction, provides assistance with supervising, planning and coordinating the operations and activities of the Office of the District Court; provides complex staff assistance to the Clerk of the District Court.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides assistance to the Clerk of District Court in relation to the operations and activities of the Office; coordinates assigned activities and services with other departments, divisions and outside agencies.
- Hires, supervises, trains and evaluates the performance of assigned personnel.
- Participates in the development and administration of the Clerk of District Court budget; forecasts funds needed in relation to staffing, equipment, materials and supplies; monitors and approves expenditures; recommends budgetary adjustments as required.
- Oversees the activities of the Probate Division including estates, determination of heirship, foreign probates, involuntary commitments, guardianships, conservatorships, trusts, adoptions, confidential intermediaries, non-probated wills, coroner's docketing, and coroner's property; monitors cases that are restricted from public access; serves as a trainer in relation to research of adoption records; orders and transfers probate cases; coordinates correspondence and reports in relation to probates; monitors the collection of estate appraisal fees.
- Processes and monitors invoices from supply/service vendors; monitors fixed assets over \$500 for the County Risk Manager; purges records at the end of each fiscal year and determines appropriate invoices to be kept for reference during the preparation of future budgets.
- Liaises with the Information Technology Department in relation to the maintenance and development of computer systems; performs data entry of event services codes relating to the Probate division and ensures the blocking and restriction of confidential cases from public access.
- Coordinates appellant procedures within designated timeframes.
- Provides customer service assistance including answering phones, filing pleadings, and handling research requests from customers.
- Coordinates the receipt and disbursement of Coroner's property in accordance with the State of Wyoming statutes and guidelines.
- Provides backup assistance to the Criminal, Juvenile and Restitution Department as required.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of all aspects of District Court clerk operations and activities.
 - Knowledge of probate activities, services, reporting and regulations.
 - Knowledge of processes for coordinating the receipt and disbursement of Coroner's property.
 - Knowledge of regulations pertaining to the blocking/restricting of confidential cases from public access.
 - Knowledge of training procedures used for conducting research of adoption records.
 - Knowledge of processes for developing and monitoring budgets.
 - Knowledge of supervisory principles, practices, and methods.
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- Skill in supervising and coordinating day to day clerk operations of the District Court.
 - Skill in overseeing probate division activities and services.
 - Skill in coordinating appellant procedures within designated timeframes.
 - Skill in ensuring confidential cases are blocked and/or restricted from public access.
 - Skill in coordinating the receipt and disbursement of Coroner's property.
 - Skill in filing pleadings and processing research requests from customers.
 - Skill in effectively supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High School Diploma or equivalent; AND five (5) years District Court experience, two (2) year's supervisory experience, or equivalent combination of education, training and experience.

The Chief Deputy is appointed by the elected official and works at the discretion of the elected officials.