

MUNICIPAL COURT CLERK

JOB DESCRIPTION

Job Summary: Maintains various records and receives and processes fines and paperwork related to Municipal Court Cases. The Court Clerk will have frequent contact with law enforcement officers, county officials and the general public.

Essential Job Functions:

1. Assists in maintaining docket folders for all court cases, including recording defendant pleas, fines owed and paid, time payment plans and extension dates, and status of warrants, and enters related information into computer.
2. Enters traffic citations and Class C misdemeanors into computer.
3. Responds to questions and provides information about the status of court cases, fines owed and general court procedures.
4. Makes appointments for defendants to appear before the Judge.
5. Receives fine payment, issues receipts and enters payment information into computer and docket files.
6. Assists in preparation and filing of paperwork related to defensive driving courses, deferred disposition and community service and explains the process/paperwork to defendants.
7. Opens and processes daily mail and related paperwork, including defendant correspondence, requests for payment extensions and fines.
8. Assists in various administrative duties, including recalling warrants, setting up payments plans and answering questions related to the status of warrants.
9. Assists in recording warrant activities, including amounts collected, payment plans, community service and dismissals.
10. Assists in issuing failure to appear and capias warrants and records and enters related information.
11. Assists Judge with open court arraignment sessions, including setting up docket order, recording pleas, and preparing and explaining related paperwork.
12. Assists in scheduling and maintaining the docket for bench and jury trials, including printing and mailing jury summons, certified notices to appear, receiving and filing juror exemptions.
13. Attend required training programs.
14. Work will involve confidential information.

15. Other duties as assigned which will include learning to take utility bill payments and customer calls concerning city utilities.

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the employee or others.

Minimum Qualifications:

High School diploma or equivalent

Knowledge of basic bookkeeping principles and practices.

Knowledge of computers and standard office practices and procedures.

Level 1 Certification a plus but not required

Must be able to be bonded and insured

Valid driver's license

Skills in operating a computer, including word processing, 10-key calculator, copy machine and fax machines.

Skill to communicate effectively, both verbally and in writing.

Skill to read and understand manuals, policies and other documents.

Ability to establish and maintain effective working relationships and work as a team.

Ability to multi-task.

Ability to deal with conflict.