

Job Description



Deputy Municipal Court Clerk

Department: Municipal Court

Salary Grade: 9 \$ 11.20- \$18.00

Reports To: Municipal Court Clerk

F L S A : Standard/Non-

Purpose:

Responsible for supporting daily administrative operations of the Municipal Court.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

1. Assists in preparing court dockets and cases for court.
2. Receives money for fines; reconciles cash balances.
3. Assists in preparing records for retention in archives including storing and retrieving.
4. Enters traffic citation data to record fines; prepares complaints, paperwork relating to court, and prepare warrants.
5. Maintain current knowledge of court regulations and requirements. Attend municipal court training as provided by the state.
6. Attends night court as required.

Knowledge, Skills and Abilities:

- Basic understanding of court operations, policies and procedures
- Ability to maintain confidentiality when working with sensitive information
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to understand and follow verbal and written instructions and work with limited supervision
- Ability to establish work priorities and complete job tasks within specified time frame with frequent interruptions and changes in priorities
- Basic understanding of problem solving and conflict management techniques, excellent customer relations practices
- Ability to communicate clearly and concisely, both orally and in writing.
- Basic skills in Microsoft Office Suite components including Excel and Word.
- Base skills to type 50 WPM and utilize 10 keys by touch
- Basic skills with Incode or similar accounting software
- Ability to attend municipal court training as provided by the state
- Basic understanding of City safety rules and operating procedures
- Ability to maintain regular and punctual attendance

Minimum Qualifications:

- High School diploma or GED equivalent
 - Six (6) months' cashier or customer service experience or a combination of the two.
- Must obtain Level I Court Clerk Certification within 1 year of employment.

Work Environment/Physical Requirements:

The work environment and physical demands 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 incumbent works in a typical office environment with little or no exposure to unpleasant environmental conditions or hazards. Requires lifting up to 25 pounds and includes repetitive actions while sitting or standing. May require sitting and working at a computer for extended periods.

Assignments require some overtime and/or to be on-call for the department including night court at least four (4) times per month. Must be bondable upon employment.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Job Description



Deputy Municipal Court Clerk

Department: Municipal Court

Salary Grade:

Reports To: Municipal Court Clerk

FLSA: Standard/Non-Exempt

Preferences:

- Bilingual in English and Spanish
- Municipal court experience

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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