

ASSISTANT MUNICIPAL COURT CLERK

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| **JOB SUMMARY** |

This position is responsible for assisting the Finance Director/Municipal Court Clerk with receiving, recording, and indexing documents of the court; ensuring appropriate handling of all Court related documentation, assisting the public requesting services and information regarding court proceedings, and providing assistance with selected clerical and administrative duties.

**MAJOR DUTIES**

* Answer court telephone calls and provide respectful and courteous assistance to the general public, attorneys, and internal customers regarding Court dates and scheduled times, fines, pleas and other information as requested via phone, voicemail, fax, e-mail or in person, responding within 24-48 hours.
* Enter citations and police officer information into the Court’s case management system as needed making proper notes within each case as needed.
* Efficiently retrieve and maintain citations, reports and any accompanying paperwork manually or via electronic import into the Court’s case management system.
* Efficiently maintain all Court records including but not limited to pending cases, probation cases, failure to appear cases, active and closed warrants, and closed cases.
* Process incoming and outgoing mail, Court emails, faxed documents, and attorney filings and requests and distributing to the appropriate Court employee.
* Efficiently assist the Court Clerk with scanning and indexing citations, reports, orders, attorney filings, and all other Court related documents into the Court’s case management system to preserve the life of the file in a timely and organized manner.
* Assist with the retrieval and filing of new and closed citations/case files in future pending Court dates, probation, failure to appear, closed warrants in case filing systems.
* Respond to and prepare certified dispositions.
* Assist with the monthly probation case payments and closure process.
* Research information pertaining to citations and other Court related matters as requested.
* Provide responsive and timely feedback on status and progress of work duties and responsibilities.
* Serve as the Court Liaison during Court sessions, assisting the Court Clerk and Police Department during each Court session by checking in defendants, pulling, and delivering files as needed.
* Assist with preparation of incident reports and citations for the City Solicitor and Judge.
* Assist with maintaining and printing court calendar for scheduling of criminal cases for hearings and trials; verifies offenses, officers, and fines.
* Obtain drivers and criminal histories and transmit judicial data with sentence information and input adjudicated court information into GCIC system and GECPS system.
* Reconcile daily transactions reports to check reports and deposits receipts
* Serve as secondary terminal agency coordinator
* Must maintain confidentiality of information consistent with applicable federal, state, and local rules.
* Maintain the relevant training and certifications as required by the position.
* As necessary, assist co-workers to aid in better service to the public and preservation of Court records.
* Perform other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

* Knowledge of specific departmental procedures and policies.
* Knowledge of general office procedures including filing, indexing, bookkeeping, posting, and records maintenance.
* Knowledge of local codes and ordinances and State laws concerning open meetings and open records.
* Knowledge of computer and court system operations.
* Skill in typing and use of computer keyboard to enter and retrieve data.
* Skill in good oral and written communication.
* Ability to establish and maintain effective working relationships with officials, other employees, and the general public.
* Ability to deal courteously and diplomatically with the public.
* Ability to think clearly, speak audibly and distinctly, and take effective action in emergency situations.
* Ability to develop and maintain records and write effectively.
* Ability to understand and follow both written and oral instruction.

**SUPERVISORY CONTROLS**

The Finance Director provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

**GUIDELINES**

 Guidelines include the employee handbook, city and department policies and procedures, safety procedures, and

 traffic laws. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

* Successful performance contributes to maintenance, organization, and accuracy of accessible criminal records and driving histories.
* Unsuccessful performance could result in false arrests, dismissal of cases, or could jeopardize the officers and could affect the public trust. The tasks of the position are related.
* Numerous interruptions, the knowledge of various regulations and systems, and time constraints all contribute to making the work more difficult.

**CONTACTS**

* Contacts are typically with co-workers, other city employees, vendors, elected and appointed officials, and members of the general public.
* Contacts are typically to provide services, to give or exchange information, or to resolve problems.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

* Work is performed in an office setting.
* The work is typically sedentary with intermittent stooping, bending, crouching, standing, and walking.
* The employee occasionally lifts light objects.
* The employee must hear sufficiently to understand conversational tones and respond to telephone ringers and see and interpret typed and handwritten documents and computer screen at close range.
* While performing the essential functions of this position the employee is not regularly exposed to any adverse working conditions.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

* High School Diploma or GED; and,
* One year of related experience in a Court related office or Courtroom setting; or,
* Any combination of education, training and experience which provides the required knowledge, skills, and abilities to

 perform the essential functions of the job.

* Proficiency in Microsoft Office applications.
* Effective written and verbal communication skills.
* Possession of or ability to readily obtain GCIC/NCIC certifications.