

CLERK OF COURT

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision of the Judge in legal matters and the City Manager in administrative matters, plans, organizes, supervises and performs work in operation and proceedings of the Municipal Court; performs a variety of clerical and technical tasks of court operation.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Supervises one Deputy Clerk of Court in performing and coordinating all activities of the Court; plans, prioritizes, carries out and supervises the work involved in court services and procedures; collects fines, fees and bonds from defendants; enters citations and dispositions into Court records; prepares orders, judgments, bench warrants, subpoenas and failure to appear notices of the Court; returns bond funds when appropriate; schedules hearings and prepares the Court docket; distributes schedules as appropriate; maintains work records for the payroll; maintains inventory of office supplies; responds to and provides information to the judge, attorneys, witnesses and other agencies.

OTHER DUTIES: Performs related duties.

QUALIFICATIONS

Knowledge of the practices and procedures of municipal courts.

Working knowledge of legal proceedings, forms and document.

Working knowledge of computers and the Word Perfect program.

Ability to read and interpret legal documents and reports.

Ability to respond to inquiries or complaints from defendants, the public and attorneys.

Ability to present information clearly and concisely orally and in writing.

Ability to type at the rate of 40 WPM.

Ability to deal with multiple issues concurrently.

Ability to establish and maintain effective working relationships with the judge, attorneys, witnesses, defendants and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work and to lift and carry up to 10 pounds;

Ability to stand, walk, sit, reach, grasp and perform similar body movements;

Possesses hand/eye coordination adequate to operate office equipment;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, codes, statutes and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to an Associate Degree in business, paralegal or criminal justice system and five years of experience as a court clerk or legal secretary.