

Position: COURT CLERK  
Department: MUNICIPAL COURT  
Reports to: OFFICE MANAGER  
Salary Grade:  
FLSA: NON-EXEMPT

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#### PURPOSE OF THE POSITION

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Maintain accurate and timely court and citation records. Communicate with the public regarding court procedures and judgments.

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#### ESSENTIAL FUNCTIONS

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- Data entry and inspection of new citations to be processed by the Municipal Court.
- Organize and maintain all court records.
- During court sessions, record Judge's findings and court orders. Convey ruling, consequences, and compliance dates to Defendant.
- Record court dispositions and report to appropriate agencies.
- Communicate with the public with regard to Municipal Court procedures, court dates, dispositions and court orders. Send out court notices, orders, handouts and correspondence.
- Collect forfeitures and maintain accurate records of all monies received for forfeitures. Provide monthly reports to the City Treasurer, County and State.
- Prepare for each court session by gathering and inspecting citations needed for a particular court date together with preparing and assembling all necessary paperwork.
- Communicate all trial date information to officers, witnesses, attorneys and the city prosecutor.
- Prepare and send out all appropriate paperwork and correspondence to defendants and attorneys following each court session.
- Communicate with other Municipal Courts and Circuit Court to follow-up on cases that have been transferred, appealed, set for a jury trial or have related state charges.
- Other duties as assigned.

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#### POSITION REQUIREMENTS

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- Requires a high school diploma with specific vocational course work in clerical and word processing practices.
- Two years of experience in clerical or secretarial work is required

- Proficient in the use of MS WORD or similar software.
  - Minimum typing speed of 45 wpm.
  - Knowledge of filing systems and office procedures.
  - Ability to present a positive image of the Department and the City in all situations while dealing objectively with problems and concerns.
  - Ability to respond to citizens in crisis and confrontational situations.
  - Excellent communication skills.
  - Good organizational skills.
  - Ability to self-motivate and work independently.
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**This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.**

07/03