

CITY OF ORTING

JOB DESCRIPTION

Job Title: Court Clerk

Department: Municipal Court

Reports To: Court Administrator

SUMMARY DESCRIPTION

The Court Clerk is a part-time Federal Labor Standard Act non-exempt, non-Civil Service position. A typical 20 hour work week is Monday through Friday, with flexible hours except for Court days (which are 8am-5pm), time-off for other court staff and the occasional after hours call-out. The incumbent in this position is subject to a six (6) month probationary period.

Under supervision, the Court Clerk performs a wide variety of clerical and accounting tasks. The Court Clerk assists in maintaining all court documents and correspondence to ensure that the court functions efficiently and properly.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Arranges and coordinates arraignments, mitigation hearings, case reviews, contested hearings and trials, including contacting jurors, witnesses, attorneys and defendants.
2. Keep abreast of legislative laws and must assist in operating the court within the governing framework of state statues and local ordinances.
3. Records and maintains records of criminal and traffic citations.
4. Prepares the court criminal and traffic court dockets.
5. Processes citations, warrants and other legal documents into JIS.
6. Prepares court calendars and case files.
7. Creates and maintains files pertaining to citations, criminal cases, bench warrants and all other court documents.
8. Attends court and docket all proceedings, prepares notices of case settings; completes all follow-up work such as setting trials, notifying officers, subpoena witnesses, preparing agency referrals, setting follow-up hearings and making proper notification to the Department of Licensing.
9. Prepares and distributes subpoenas and jury summons.
10. Contacts various agencies regarding court referrals, commitments and releases, and processes related paperwork.
11. Acts as liaison between the court and other law-enforcement agencies.
12. Collects, records and deposits all fines assessed by the Court.
13. Maintains accurate accounting for all funds collected.
14. Schedule time payment plans for individuals with financial obligations to the court.
15. Set reviews for delinquent accounts.

16. Maintains the court computer software and equipment.
17. Interacts and communicates courteously, patiently and efficiently with the public, police, attorneys and personnel from related agencies at all times.
18. Responds to correspondence and telephone inquiries to the Court.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Court policies, procedures and documentation
- Traffic and criminal laws
- File maintenance procedures and filing systems
- Clerical practices and procedures
- Keyboarding, ten-key and data-entry
- Microsoft Office Products (Word and Excel)

Ability to:

- Maintain confidentiality
- Use a variety of common office equipment

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance.

Experience:

Four years of previous court experience is desirable.

License or Certificate:

None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; occasional courtroom environment; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.