

MUNICIPAL COURT CLERK/NON-ADMINISTRATIVE

Department: MUNICIPAL COURT

FLSA Status: Non-Exempt

Job Summary: Maintains various records and receives and processes fines and paperwork related to Municipal Court Cases. Issues warrants, assisting Judge with arraignment sessions.

Supervision Received: Work is performed under the general supervision of the Municipal Court Clerk Administrator.

Supervision Exercised: None.

Essential Job Functions:

1. Assists in maintaining docket folders for all court cases, including recording defendant pleas, fines owed and paid, time payment plans and extension dates, and status of warrants, and enters related information into computer.
2. Enters traffic citations, Class C misdemeanors and City Ordinances into computer.
3. Responds to questions and provides information about the status of court cases, fines owed and general court procedures.
4. Makes appointments for defendants to appear before the judge.
5. Receives fine payments, issues receipts and enters payment information into computer and docket files.
6. Assists in preparation and filing of paperwork related to defensive driving courses, deferred disposition, and community service and explains the process/paperwork to defendants.
7. Opens and processes daily mail and related paperwork, including defendant correspondence, requests for payment extensions, and fines.
8. Assists in various administrative duties, including recalling warrants, setting up payment plans, and answering questions related to the status of warrants.
9. Assists in recording warrant activities, including amounts collected, payment plans, community service and dismissals.
10. Assists in issuing failure to appear and capias warrants and records and enters related information.
11. Assists judge with open court arraignment sessions, including setting up docket order, recording pleas, and preparing and explaining related paperwork.
12. Assists in scheduling and maintaining the docket for bench and jury trials, including printing and mailing jury summons, certified notices to appear, receiving and filing juror exemptions.
13. Attends required training programs at least once yearly and other duties as may be assigned.
14. Sending outstanding violations to Omni – DPS and then to the collection agency, McCreary, Veselka, Bragg and Allen, P.C.

Other Job Functions:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

Minimum Qualifications:

Knowledge, skills, and abilities required:

Knowledge of basic bookkeeping principles and practices.

Knowledge of computers and standard office practices and procedures.

Skills in operating a computer, including word processing, 10-key calculator, copy machines, and fax machines.

Skill to communicate effectively, both verbally and in writing.

Skill to read and understand manuals, policies, and other documents.

Ability to establish and maintain effective working relationships.

Ability to multi-task.

Ability to deal with conflict in a courteous and tactful manner.

Qualifying Education and Experience:

High school degree or GED.

Clerical experience is desirable.

Any work experience resulting in acceptable proficiency level in the above required knowledge and skills is an acceptable substitute for education and experience requirements.