

POSITION DESCRIPTION

Class Title: Deputy Court Clerk
Department: Municipal Court
Date: 10/01/2020

Grade Number: 55

GENERAL PURPOSE

Performs a wide variety of specialized clerical and administrative support work for the Municipal Court.

SUPERVISION RECEIVED

Works under the supervision of the Municipal Court Clerk.

SUPERVISION EXERCISED

None. May supervise community service workers or temporary employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Issues warrants, subpoenas, summons, and other court orders as directed; issues refund vouchers; issues notices and files appeals; prepares paperwork and court minutes as directed.

Prepares correspondence and maintains records;

Assists in the coordination of court matters with defendants, defense counsel, City prosecutor, police department, jail, alcohol agencies and other levels of the criminal justice administration system;

Receipts, deposits and accounts for monies for fines, forfeitures and other court receipts;

Prepares court dockets and files for arraignments, trials, hearings, juvenile proceedings, and jury trials.

Receives, logs and indexes incoming filings, citations and complaints.

Responds to counter, telephone and written inquiries.

Receipts bonds, fines and penalties;

Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint.

Performs primary filing of all papers, dockets, index cards, case files, and case related correspondence.

Dismisses certain citations based on municipal ordinances.

Constructs new case files, filing and retrieving documents as necessary.

Prepares files for court use; processes timely notices to defendants of arraignments, trials and hearings; provides notices to law enforcement, witnesses, attorneys, and other related parties of court dates, Judicial requirements, decisions, and schedules.

Responds to requests from Municipal Judge, City Prosecutor, Police Department and others for assistance and information; processes discovery activity required from the office.

Performs a variety of courtroom related tasks such as swearing in juries and witnesses, opening court sessions, and marking exhibits in order of presentation in court cases; serves as clerk of court sessions in absence of Court Clerk.

Maintains computer data base on all court activity.

PERIPHERAL DUTIES

Provides back-up to other clerical personnel.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with course work in typing and/or general office practices; and
- (B) Five years prior work experience in clerical, secretarial, paralegal or administrative work; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; Some knowledge of basic bookkeeping practices;
- (B) Skill in the operation of the listed tools and equipment.
- (C) Ability to effectively communicate on a one-to-one basis with the public; Ability to maintain effective working relations with employees, other departments, officials and the public; Ability to maintain accurate records; Ability to type and enter data accurately.

TOOLS AND EQUIPMENT USED

Computer system, including word processing and specialized court software; 10-key calculator; typewriter; phone; copy and fax machine; recording system.

PHYSICAL DEMANDS

The physical demands described here 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 ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

The essential functions for this position could possibly be classified as a “safety-sensitive job” under the Unity Bill, which could affect the safety and health of the employee or others.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.