

# Court Clerk

DEPT: Justice Court	FLSA: Non-Exempt
DIV:	EEOC: Admin Support
DATE: July 2016	



## POSITION SUMMARY

Performs a variety of **working level, complex clerical duties** designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the City Justice Court.

## SUPERVISION RECEIVED

Works under the general supervision of the Court Clerk Supervisor or Senior Court Clerk.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

**In-Court Clerking:** Performs various in-court duties; prepares and pulls case files; assures proper completion of forms by defendants; identifies defendants failing to appear and initiates process for issuing warrants; takes minutes and maintains record of court proceedings; makes minute entries; opens and closes court as required; calls cases and may act as bailiff; docket court orders and results, sets up tracking code; under close supervision of the judge types or prepares supplemental motions, orders to show cause.

**Docketing & Records:** Performs clerical tasks; receives, logs and files incoming citations and complaints; utilizes Coris software and maintains cross reference recovery system; opens mail, sorts and processes; receives and processes fax and email documents; under strict guidelines as may be approved by the justice court judge, administers fines based on fine schedule or bail if plea is not guilty; keeps track of and docket payments made through the mail.

Receives telephone calls and refers to appropriate person; answers questions about trial or hearing schedules, and assists public in resolving questions regarding various civil processes and papers; provides information about court procedures and schedules; sets appointments.

Maintains fiscal records of the court as needed and required by law; issues receipts for moneys mailed or paid in person; posts payments decisions and other information in computerized ledger; maintains court docket for cases as may be required; initiates debt collection activities for delinquent accounts.

Reviews citation abstracts; monitors payment records of defendants to assure conformity to judgments and payment schedules; prepares pleadings for failure to appear; utilizes legal processes such as late letters, late notices, summons, bench warrants, warrants of arrest, orders to show cause, and information; accepts money for bail forfeitures, fines; issues receipts; coordinates the setting up of electronic attendance at court through "court vision" system; arranges prisoner transportation to and from court.

Prepares case filing, case disposition and other related reports and forwards reports to allied government agencies (AOC, BCI, DL); maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants departments, bail bondsmen, prosecuting attorney offices, private councilors and public defenders, adult probation, city courts, and city offices; types various reports, memoranda, forms, abstracts, appeals and documents for the court; oversees, prepares, monitors the processing of appeals to the District Court.

Receives and processes mail, receives and processes fax documents; as directed by the justice court judge; maintains law library; posts dockets on various financial matters in relation to individual cases; assumes custody of funds received; receipts and submits collection of funds for deposit by the city.

Creates correspondence or generates form letters weekly apprising parents/guardians of dependent's citations and requirements to comply; payment extensions, etc.

**Special Programs:** Provides clerical support and performs routine administrative duties in relation to various specialized court programs, including Domestic Violence, traffic school, etc.

Operates Coris software application to calendar; enter case information, and update status and disposition; assists defendants in completing and processing Plea in Abeyance forms; maintains records and files related to PIA's; monitors payments and assures proper dismissal and closing of case files.

Performs related duties as required.

**Small Claims:** Receives and processes requests for small claims proceedings, including garnishments; prepares affidavits, summons and orders; explains procedures, sets hearings, collects fees and initiates docketing; oversees and processes additional filings including postponements, settlements, appeals, counter affidavits, summons and dismissals, etc.

**Expungements:** Receives all filings, process, and track with prosecutor, prepare filings for judge; "expunge" or remove all court records according established legal procedures.

**Protective Orders:** Processes motions and orders, lift and remove from state-wide system.

**Treatment:** Oversee and track court ordered treatment(s).

Public Defenders: Process, track, and report monthly on public defenders ordered by the court.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### 1. Education and Experience:

A. Graduation from high school or GED;

AND

B. Two (2) years of experience related to customer service, computer operations or above or similar duties;

OR

C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

**Some knowledge of** legal and court terminology; justice court processes and procedures; case management and processing; fine and fee schedules; basic accounting and bookkeeping; Coris records management program; of office methods and equipment, telephone operations and receptionist functions; complex filing systems and computerized applications for records filing; GRAMA regulations and document archiving standards.

**Skill** in the operation of personal computer and various program applications.

**Ability to** follow complex instructions; work under stressful working conditions created by strict time frames; learn legal and court document formats; learn criminal and civil law as it applies to court processes; manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public.

### 3. Special Qualifications:

Must successfully complete annual 16 hour court training provided through the office of the State Courts. Must be bondable. Must be eligible to serve as a notary. Must be eligible to receive security clearance for access to State computer (BCI, DLD, NCIC, MVRG, INLETS). Must become Coris certified within 12 months from date of hire.

### 4. Work Environment:

Workers in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching,

talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

**(Employee)**