



# MUNICIPAL COURT CLERK II

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Municipal Court Clerk II	<b>Effective Date:</b>	September 1, 2016
<b>Working Title:</b>	Court Clerk	<b>Type:</b>	Non-Represented
<b>Department:</b>	Finance	<b>Supervisor:</b>	Finance Director
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None – Lead Worker to Municipal Court Clerk I

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### CLASSIFICATION SUMMARY

This position performs a variety of administrative duties related to the Municipal Court operations and procedures, requiring a comprehensive knowledge of various court functions, and involves considerable public contact, at times with interruptions and under adverse conditions. Work is performed under the supervision of the Finance Director. Work includes planning, organizing, leading and participating in administrative and secretarial functions in the support of Municipal Court activities.

### SUPERVISION

This position does not supervise but does perform Lead Worker role for Municipal Court Clerk I. See Lead Worker duties for more information.

### ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

#### 50% Court Duties

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Performs administrative support to the Municipal Court Judge, including but not limited to, preparing correspondence, court action and other documents. Documents decisions in case files using computerized court system. Clerical duties are of advanced and complex nature.

Schedule and attend Municipal Court sessions. Enters and processes court activity, including interpretation of a variety of procedures, incidents or court decisions. Gathers information from other sources to complete the needed information. Reviews them for appropriateness and accuracy. Ensures proper documentation and authorization on judicial decisions.

Responsible for evaluating situations and issues. Makes independent decisions requiring the interpretation of policies, processes and the use of considerable independent judgment. Transactions are processed independently with minimal review by supervisors.

Creates, revises, and updates Municipal Court forms, procedures and policies as necessary or under the direction of the Municipal Court Judge and/or Finance Director.

Receive citations as issued by officers, prepare dockets, and coordinate caseload for arraignments, multiple types of hearings, and special sessions.

Trial calendar coordination and scheduling.

### **30% Collections Duties**

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Receives payments, provides information, and makes referrals to correct sources.

Maintains a variety of files, records and other related office services and procedures of some complexity.

Prepares and distributes state, local, and statistical reports including tabulating revenues and expenditures and checking accuracy of figures.

Performs and oversees varied accounting functions related to receiving and receipting money, application, posting, transfer, non-sufficient funds, refunds, billings, data entry and corrections.

Oversees the receipting, depositing and accounting of monies for fines, forfeitures and other court receipts. Balances daily cash receipts.

Reviews and approves bail refund report, including reviewing information to ensure appropriate refunds are produced by the finance department.

Performs the efficient collection of court account receivable, ensuring compliance with collection laws and ordinances. Researches collection problems as appropriate and maintains related files. Serves as liaison with collection agency and ensures delinquent accounts are properly processed and turned over to collection agency per established finance department procedures.

Works with Legal Department in processing/tracking bankruptcy cases.

### **20% Lead Worker Duties**

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Leads, motivates, trains, and cross-trains Municipal Court Clerk I. Resolves routine office problems. Trains designated back up staff on Municipal Court procedures.

Directs Municipal Court Clerk I with docketing and coordinating court matters with Judge, defendants, defense counsel, police and the Department of Motor Vehicles. Oversees documentation of judicial decisions in case files using computerized court system.

Prioritizes, schedules, assigns and reviews the work of Municipal Court Clerk I. Generates periodic status reports on active citations. Reviews and initiates follow-up action.

Evaluates Municipal Court Clerk I performance. Under the direction of the Finance Director, participates in the decision-making process on personnel actions, including disciplinary and training plans. Participates in the decision-making process regarding hiring and terminations. Assists with handling conflicts between reporting staff members.

## **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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 functions.*

### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend, stoop and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a personal computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Requires prolonged use of a personal computer while simultaneously using a telephone, calculator and various filing systems. Contact with customers in conflictive situations and ability to deal with irate individuals. Skill and judgment is required when responding to telephone and in-person inquiries regarding court procedures and policies. Requires secure access to and use of confidential information involving financial, personal, legal, and law enforcement matters.

### **Safety**

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

### **Work Environment / Working Conditions**

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with customers in conflict situations.

### **MINIMUM QUALIFICATIONS**

#### **Education & Experience**

High school graduate or equivalency, and two years of experience involving responsible clerical/secretarial work, preferably in a court or legal environment including lead worker experience, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

#### **Licenses, Certifications & Other Requirements**

Pass a comprehensive background investigation.

### **ADDITIONAL QUALIFICATIONS**

#### **Knowledge**

- Court documents, policies, procedures and legal requirements relating to municipal court operations.
- Administrative support procedures and recordkeeping practices.
- Basic bookkeeping and math skills, including the ability to add, subtract, multiply and divide with accuracy.
- Contemporary office practices and procedures.
- Business English composition, grammar and spelling.
- Filing systems.
- Motor vehicle laws and legal processes.
- How to work with difficult customers both in person and on the telephone.

#### **Skill & Ability**

- Greet the public, at times under adverse conditions.
- Resolve problems and/or complaints diplomatically and courteously.
- Communicate tactfully with the public and respond effectively in potentially confrontational situations.
- Perform a variety of technical clerical functions in an office environment.
- Post and balance receivable accounts.
- Operate standard office equipment, including calculator, 10-key adding machine and keyboard; operate a personal computer to enter, update and retrieve information.
- Establish priorities and organize own workload.
- Apply established principles to various bookkeeping problems.
- Accurately prepare and review routine reports, perform numerical computations and enter data.
- Exercise sound judgment to solve problems in stressful situations.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Work effectively with co-workers, city employees, public agencies and the public.
- Provide oversight and training to co-workers.
- Organize, file and retrieve materials and documents.
- Communicate effectively both verbally and in writing.
- Learn and interpret governing laws, codes and regulations.
- Exercise initiative and judgment in prioritizing, implementing and completing tasks and responsibilities.

#### **Licenses, Certifications & Other Requirements**

Ability to become Law Enforcement Data Systems (LEDS) certified within 90 days of employment.