

COURT CLERK I (MUNICIPAL COURT)

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E612

GENERAL DESCRIPTION OF THE DUTIES

The Court Clerk I performs a variety of administrative and accounting duties according to standard procedures for the Municipal Court.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification within the Court Clerk series. Positions at this level perform similar duties to the Court Clerk II, but those working in this classification are not expected to perform with the same independence and judgment.

SUPERVISION RECEIVED

This position works under the immediate supervision of the City Attorney and receives lead worker coordination from the Senior Court Clerk for Municipal Court.

SUPERVISION EXERCISED

This position exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Responds to questions from defendants, attorneys, witnesses, and the general public regarding citations, court dates, non-payment of fines, postponements, etc.
2. Prepares routine correspondence for the Court and Judge from copy, draft, or verbal/written instruction and prepares court orders and supporting documents as directed.
3. Enters parking citation information into the computer, and accesses the Department of Motor Vehicles (DMV) and Law Enforcement Data System (LEDS) to obtain various records.
4. Accepts payments of fines. Prepares contractual agreements for citizens needing an extension on their fine assessment. Explains (without entering into the practice of law) alternatives open to defendants and provides them with information concerning their criminal cases, violations, and civil actions.
5. Processes documents, files, and maintains electronic and manual records.
6. Complies with federal, state, and City laws, rules, and regulations regarding employment.

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OTHER DUTIES AND RESPONSIBILITIES

1. May act as Notary Public for the Municipal Court and general public.
2. Maintains professional currency by attending conferences and seminars, and meeting with others in area of responsibility.
3. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General office practices and procedures;
- City and Department policies and procedures;
- Basic math;
- Cash handling techniques;
- Basic business correspondence, including business English, spelling, grammar, and punctuation; and
- Excellent public relations techniques to work effectively with sometimes challenging customers in person or by telephone.

Skills in:

- Using office equipment such as personal computers, calculators, fax machines, and copiers;
- Word processing, spreadsheet, and database applications;
- Organizing and completing assigned staff work;
- Communicating effectively, professionally, and appropriately with others; and
- Interpreting written information.

Ability to:

- Learn the Oregon State Traffic Code and other local and state laws pertaining to the operation of the Municipal Court;
- Handle many competing priorities at one time;
- Learn legal terminology encountered in the performance of work;
- Deal appropriately with confidential information;
- Maintain accurate records;
- Become proficient in court computer software;
- Cross train in other court duties for “back up”;
- Establish and maintain effective working relationships with others;
- Remain calm in stressful situations; and
- Work in a safe manner.

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EXPERIENCE AND EDUCATION

Any equivalent combination of experience and education that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be a high school education, and specialized training or experience in administrative or accounting support work.

DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Certification by the Oregon Association of Court Administrators, LEDS certification, and Notary Public certification are desirable.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires interpersonal skills, teamwork, customer service, fluent English, use of discretion, basic math, accuracy, and organization. Duties involve moving materials weighing up to 25 pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating office equipment, and some work requires repetitive motion. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

WORKING CONDITIONS

Work is performed primarily in an office environment at City Hall or at the location of Municipal Court. A small amount of time outside the office is required for attendance at meetings and seminars. Normal work hours are from 8:00 a.m. to 5:00 p.m., but the work schedule may change based upon the needs of the Court.

Approved By _____ **Date** _____
(City Attorney)

Adopted By _____ **Date** _____
(City Manager)

Established: 12/00

Revised: 05/01 (Change in supervisory structure)

Revised: 01/02 (Update Essential Duties and Knowledge, Skills, and Abilities)

Revised: 08/11 (Update language and title)