

POSITION: Deputy City Court Clerk

DEPARTMENT: City Judge

IMMEDIATE SUPERVISOR: City Judge

DEPARTMENT HEAD: City Judge

PRIMARY OBJECTIVE: To assist the City Court Clerk and City Judge to ensure the Court functions in an orderly and systematic manner. To perform all additional task assigned as requested.

JOB CHARACTERISTICS:

Nature of Work: This position receives and processes citations and fines, maintains the court docket, and performs clerical duties in cooperation with Court Clerk and Judge. Position requires attention to accuracy, detail, and timeliness, as well as the ability to take direction and follow instructions.

Personal Contacts: Frequent contact with the public, City Attorney, attorneys, schools, and law-enforcement agencies. Everyone the court comes in contact with is to be treated with courtesy and respect.

Supervision Received: Coordination of duties with the Court Clerk and City Judge.

Essential Functions: Ability to prepare correspondence; answer the telephone and direct calls, communicate orally and in writing; assist in the courtroom; manage files and records; research criminal histories for outside agencies, operate general office equipment; be proficient at a computer.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

The Deputy City Court Clerk will perform the duties and responsibilities of City Court secretary; receives the public and directs individuals through the judicial process; assigns citations (NTA's) case numbers in the computer for quick retrieval, and accurately documents incoming time-payments in the computer, and other tasks that may be assigned.

During open court, the person in this position maintains the court docket; accurately documenting the arrival of defendants and keeping a log of persons failing to appear for scheduled Court appearances as well as answering and screening calls. It is essential for all paperwork such as community service assignments, ACT referrals, Traffic school referrals, and jail orders to be completed before the defendant is allowed to leave the courtroom.

Other duties the Deputy City Court Clerk will be evaluated on: Preparing the courtroom in proper order, ensuring all files are filed in the correct place with date received on them. Entering monies received during the day and marking them TP (time-payment) or B (bond), informing City Judge of individuals who have failed to pay TP on time, and performing related duties to ensure the courtroom runs smoothly.

Performs other duties as required by the City Judge.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires a considerable knowledge of general office procedures and common computer software packages including Windows. A legal office background is helpful especially the understanding of legal terminology used in a courtroom.

SKILLS: This position requires skill in the use of a computer, adding machine, fax machine, typewriter, and other common office machinery.

ABILITIES: This position requires the ability to maintain schedules, organize; maintain standards of accuracy and confidentiality; acquire knowledge of legal procedures and court terminology; deal patiently and tactfully with the public; take direction from supervisors, prioritize duties; and to establish effective working relationships with fellow employees, supervisors, and the public.

JOB PERFORMANCE AND STANDARDS:

Evaluations of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance standards include, but are not limited to the following:

- Performs assigned duties.
- Establishes dockets, records, and files for court actions.
- Handles and distributes monies in accord with legal requirements.
- Screens incoming calls properly.
- Maintains a professional appearance and demeanor.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Prepares and maintains court calendar.
- Properly receives and processes fines and citations.
- Performs bookkeeping duties properly and timely.
- Maintains accurate and timely court files and records.
- Displays tact, consideration and cooperation when dealing with the public.

- Dresses appropriate for Court duties.