

**TOWN OF SUMMERTON, SOUTH CAROLINA
JOB DESCRIPTION, SEPTEMBER 2004**

**JOB TITLE: MUNICIPAL CLERK OF COURT
MAGISTRATE'S COURT**

SPECIFIC STATEMENT OF JOB

Under general supervision, provides responsible administrative and secretarial support to the Magistrate and Magistrate's Court. Ensures efficient and effective department operations. Prepares and maintains accurate court records. Coordinates and communicates daily activities to ensure that the needs of the public and department are met. Performs related work as assigned. Reports to the Magistrate.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Serves as the Clerk of Court for Magistrate's Court. Attends all Municipal Court Sessions; ensures the preparation and maintenance of accurate records. Assists Magistrate with court procedures as necessary.

Answers the telephone; provides information to callers and/or forwards calls to appropriate personnel; assists office visitors.

Receives and responds to public inquiries, complaints and requests for assistance with regard to court policies and procedures.

Performs data entry of daily Police Department tickets and warrants. Types arrest and other warrants as requested by law enforcement personnel.

Processes and/or prepares tickets, warrants, bench warrants, NRVC forms, jury trial and hearing requests, orders of expungement, pre-trial intervention paperwork, bond paperwork, etc., according to established procedures.

Compiles jury lists from juror responses and prepares for courtroom drawing.

Schedules court dates for warrants and tickets.

Prepares case files for preliminary hearings and trials.

Collects, receipts and posts fees, fines, bond payments and other payments; balances receipts and prepares daily reports; prepares daily deposits.

Performs various routine clerical duties as required, including but not limited to entering and retrieving computer data, copying documents, filing / retrieving files, sending and receiving faxes, assembling and collating documents, processing daily mail, etc.

Attends various training sessions and meetings as required or appropriate.

Receives and/or reviews such documents and information as traffic tickets, letters, warrants, case files, etc.

Refers to policy and procedure manuals, computer manuals, federal, state and local laws, bench book, etc.

Interacts and communicates with various groups and individuals including the immediate supervisor, co-workers, other department and Town personnel, Mayor, Town Council members, court personnel, jurors, defendants, attorneys, witnesses, victims, social service agencies, other government agencies and the general public.

Operates an assortment of office equipment and machinery in the performance of daily activities, including a computer, calculator, fax machine, telephone, copier, radio, etc.

Uses clerical and computer supplies. Uses Microsoft Word, Law Track and other computer programs.

NON-ESSENTIAL JOB FUNCTIONS

Performs related duties as required.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a High School diploma supplemented by two to three years of general administrative or secretarial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

ADA REQUISITE

Physical Requirements: Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, court / legal documents, codes, ordinances, etc. Requires the ability to prepare various records, forms, reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal

and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including court administration, records management, law enforcement, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

KSA SUMMARY

Knowledge of: Pertinent federal, state and local laws, regulations, codes, ordinances and guidelines; Town policies and procedures; basic organization and functional responsibilities of municipal government; basic organization and functional responsibilities of municipal courts; procedures for preparing and processing police and court documents; chain of custody procedures for criminal evidence; legal rights of crime victims; human service delivery systems; methods of crisis counseling and intervention; law enforcement procedures; grant administration; proper record-keeping, report preparation and filing systems and methods; English usage, punctuation, vocabulary, spelling and grammar; modern office practices and technology, including the use of computers for word and data processing; basic business arithmetic.

Skill in: Using computers and a variety of computer programs for administrative record-keeping, data management and reporting; safely operating basic office equipment.

Ability to: Understand and interpret pertinent laws, regulations, codes, ordinances, policies and procedures; understand and be knowledgeable of department and court procedures; perform a variety of administrative and professional work involving independent judgment; maintain accurate court records, establish and maintain effective relationships with Town employees, municipal judge, magistrate, personnel of other departments, professionals and members of the public through contact and cooperation; perform required calculations with accuracy; work in frequently stressful conditions; coordinate municipal court activities with police and court personnel, attorneys, defendants, witnesses, jurors and other parties; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; learn and utilize new skills and information to improve job performance and efficiency; communicate effectively both orally and in writing; prepare reports, records and other documents and communications in a clear and concise manner; type at a speed necessary for the successful completion of assignments; organize and maintain a large volume of records and documents.

JOB COMPLEXITY SPECIFICATIONS

Information Processing: Job requires the ability to evaluate information to ensure conformity to professional, technical, equity, quality, supervisory and statutory standards.

People Relationships: Job requires the ability to interact with other people involved with legal rights, obligations and privileges through the courts.

Technology Application: Job requires the ability to key and adjust machinery, equipment, tools and materials for the purpose of keying, transcribing, typing, entering data, printing, transmitting, etc.

Working Conditions: Job requires ability to work under conditions that are marginally uncomfortable but non-dangerous.

Vocabulary Skill: Job requires possession of *Associate's degree* vocabulary skills.

Quantitative Skill: Job requires the ability to use high school basic statistics.

Procedural Judgment: Job requires the ability to exercise procedural judgments associated with protective and administrative support.

Contingency Judgment: Job requires the incumbent to exercise contingency judgments where errors in judgment could lead to losses ranging from \$500 to \$1,000.

Physical Adroitness: Job requires the ability to make precise movements with fingers, hands and arms.

Physical Strength: Job required the ability to regularly exert physical effort and force equal to lifting 10-20 pounds.

Job Sensory Skill: Job requires the ability to match specific shapes, colors, forms, etc.

Experience-Derived Job Skill: Job requires two to three years of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

Academically Derived Job Skill: Job requires possession of an educational level associated with a high school diploma.

Supervisory Control: No supervisory duties are associated with this position.

Horizon Planning: Job requires the ability to exercise a planning horizon of approximately six months .

Budgetary Allocation: Job requires the incumbent to exercise budgetary expenditure authority for approximately \$0 to \$49,999.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.