

Court Clerk Job Description

General Summary

Perform duties of a municipal court clerk and City staff member. Shall maintain records of all court proceedings, issue all process, and generally perform all duties of a court clerk. Shall deposit fines and fees, make monthly reports as requested, keep records, and maintain jury information. The Court Clerk shall create and maintain court records, process cases, prepare for and coordinate trials and assist court participants as allowed by law. Use computer skills to keep records of cases, dockets, fines, payments and information. Perform other tasks as assigned by the City Secretary or Mayor.

Purpose

Perform clerical duties in court of law; prepare docket of cases to be called; secure information for judges; and contact witnesses, attorneys, and litigants to obtain information for court.

Education and Experience

High school diploma or equivalent
Moderate-term on-the-job training

Basic Skills

- Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Reading Comprehension: Understanding written sentences and paragraphs in work related documents.
- Speaking: Talking to others to convey information effectively.
- Writing: Communicating effectively in writing as appropriate.

Social Skills

- Coordination: Adjusting actions in relation to others' actions.
- Instructing: Teaching others how to do something.

Complex Problem-Solving Skills

- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Communication

- Requires contact with others (face-to-face, by telephone, or otherwise).
- Requires writing letters, memos and electronic mail.

Conflict

- Includes conflict situations.
- Requires dealing with unpleasant, angry, or discourteous people.

Impact of Decisions

- Requires making decisions that impact the results of co-workers, citizens or the city.
- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization.

Level of Challenge

- Freedom to determine tasks, priorities, and goals.
- Requires repeating the same physical activities or mental activities over and over.
- Requires meeting strict deadlines.
- Requires work with others in a group or team.
- Requires work with external customers or the public.
- Requires working indoors in environmentally controlled conditions.
- Job tasks are performed in close physical proximity to other people.

Tasks

- Prepare and issue orders of the court, such as orders, judgements, release documentation, fine or sentencing information or summonses.
- Prepare dockets or calendars of cases to be called, using computers.
- Record case dispositions, court orders, or arrangements made for payment of court fees.
- Prepare documents recording the outcomes of court proceedings.
- Examine legal documents submitted to courts for adherence to laws or court procedures.
- Perform administrative tasks, such as answering telephone calls, filing court documents, or maintaining office supplies or equipment.
- Search files and contact witnesses, attorneys, or litigants to obtain information for the court.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, or payment of fines.
- Instruct parties about timing of court appearances.
- Explain procedures or forms to parties in cases or to the general public.

Activities

- Organizing, planning, and prioritizing work.
- Getting, processing, documenting/recording information.
- Interview employees, customers, or others to collect information.
- Search files, databases or reference materials to obtain needed information.
- Attach identification information to products, items or containers.
- Evaluating information to determine compliance with standards.
- Establishing and maintaining interpersonal relationships.
- Analyzing data or information.

Tools and Technology

- MCS Software (preferably)
- Microsoft Office

Physical Requirements

- Bending/stooping/squatting/crouching.
- Twisting/reaching above the shoulder.
- Occasionally lifting above 25 lbs.
- Sitting and standing for long periods.
- Requires repetitive movement.
- Ability and manual dexterity to use office equipment and computer systems including typing, input systems, monitors, email, word processing, management information systems, copiers, scanners, printers, paper products, writing devices, and other common office items.
- Maintain presence during City Hall office hours, as well as frequently requiring the performance of necessary services outside normal business hours, including attending court after business hours.