

CITY OF ORONOGO JOB DESCRIPTION

JOB TITLE: Court Clerk
FLSA STATUS: Non Exempt – Full Time

PRIMARY PURPOSE: To perform a variety of office and clerical functions in connection with the office of the Municipal Court.

SUPERVISION: Under the general supervision of the Municipal Judge and Board of Aldermen.

DESCRIPTION OF WORK:

1. Data Entry- Enters Tickets.
2. Prepares correspondence and maintains records.
3. Records court action and orders on the Judge's docket and cases.
4. Assists in the coordination of court matters with defendants, defense counsel, City Prosecutor, and Police Department.
5. Participates in receiving the posting of bonds and payments or partial payment of fines to record books and accounts for all court monies. Grants limited court continuances for good cause with Judge's permission.
6. Receives, logs, and indexes incoming filings, community service, citations and complaints while retrieving documents as necessary.
7. Initiates related paperwork as needed by defendants to facilitate any/or all response to citation or complaint.
8. Prepares files for court use; processes timely notices to defendants of trials and hearings.
9. Responds to requests from Municipal Judges, City Prosecutor, Police Department, and others for assistance and information.
10. Coordinate the necessary files, reports, and information for and attends all court proceedings.
11. Issues warrants authorized by judge.
12. Send out driver license suspensions authorized by Judge.
13. Performs other duties as assigned by the Supervisor.

QUALIFICATIONS REQUIRED:

Any combination of education, training and experience providing the following knowledge, skills and abilities:

Knowledge of legal terminology, business English, bookkeeping practices, spelling, grammar and mathematics. Able to type 30 words per minute and make routine arithmetic computations accurately and with reasonable speed. Prior office experience, court experience is desirable but will train the right person. Directly related experience in an appropriate field may be substituted for formal education requirement. Must be a high school graduate or possess GED.

Must be able to perform effectively as a member of a team in carrying out the City's Mission. Must have the ability to follow oral and written instructions and be highly motivated and pay attention to details. Computer experience with some knowledge of Microsoft Applications preferred. Uses SMC Software for court posting. Deals effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others. Must be able to perform independently and exercise sound judgment.

ESSENTIAL FUNCTIONS:

Must be sighted, hearing and mobile to such a degree as not to compromise the safety of self or others while working. Possess manual dexterity to operate office equipment with reasonable accommodations. Memorize and retain information, effectively communicate through written and verbal skills. Handle all stressful situations, quickly access or judge situations, make decisions under pressure in areas of responsibility. Learns computer applications quickly; understands and prepares clear and accurate reports; Must possess a valid Missouri Driver's License. Work environment may have no natural lighting.

MARGINAL FUNCTIONS:

Ability to lift approximately 30 pounds. Ability to sit or stand for prolonged periods.

MISCELLANEOUS REQUIREMENTS:

Must be a dependable person due to the small size of the work force. Must successfully complete a background check. Must pass a pre-employment substance abuse test and will be subject to random substance abuse testing.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties, therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.