

**CITY OF HOQUIAM
POSITION DESCRIPTION**

Position Classification: Municipal Court Clerk

Union Status: AFSCME

Department/Division: Municipal Court

FLSA Status: Non-exempt

Employment Status: **FULL-TIME**

Date Adopted: April 24, 2011 City Council Meeting

GENERAL PURPOSE/SUMMARY

The Municipal Court Clerk performs administrative, clerical and accounting work in the Municipal Court Department. This position assists in the daily operations of the Municipal Court. Work performed is varied in nature, but follows prescribed procedures, and assignments and tasks are often repetitive. Work requires specialized knowledge and training in Municipal Court operations and requires the exercise of confidentiality, and independent judgment and action.

SUPERVISION RECEIVED

The Municipal Court Clerk works under the general direction and supervision of the Municipal Court Judge, and when the Judge is not present or available, will consult with the City Finance Director.

SUPERVISION EXERCISED

This is not a supervisory position, but the Municipal Court Clerk will arrange for and provide direction to interpreters, and other City employees who occasionally assist the Municipal Court Clerk with certain clerical tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following are not inclusive of all duties as the Municipal Court Clerk performs other related duties not listed below as required:

- Processes traffic citations, criminal citations and complaints, and other legal documents and pleadings, constructs case files, develops and compiles court dockets and maintains court records, and warrant control. Monitors case dispositions for compliance with court orders.
- Receives, logs, and indexes incoming filings, citations, and complaints. Processes juror summonses and supervises juror responses and service.
- Oversees jurors during jury selection, trial and jury deliberations.
- Assists the public in checking records and files for requested information.
- Answers the telephone, refers calls to appropriate staff member or department, and answers questions within his or her ability.
- Receipts and disburses payments, sets up time-payment accounts, prepares

deposits and maintains accurate accounting for all funds collected, processed and disbursed.

- Takes appropriate action for delinquent payments. Reconciles monthly bank statement, transaction journal and trust account preparation, and submittal monthly caseload statistical reports.
- Implements court policies, procedures, and methods, formulates and submits to the Judge recommendations for mandated changes and any other changes for improving the operation of the court.
- Assists the Municipal Court Judge during trials or hearings; acts as bailiff, and jury coordinator.
- Prepares notices of case settings, and trial notices, subpoenas witnesses, notifies police officers of case settings, sets hearings, notifies appropriate agencies of hearings, and supervises probation of defendants.
- Responsible for assisting Judge in preparation and administration of annual or biennial budgets and budgeted expenditures.
- Operates a variety of office equipment, including computers, word-processors, printers, calculators, telephone answering machines, fax machines, and copiers.
- Deals directly with the public on a daily basis through telephone and written inquiries and in person, including crime victims, defendants, witnesses, and attorneys.
- Coordinates with the police department for transport of prisoners for court appearances.
- Provides monitoring of Defendant compliance with sentence conditions.
- Performs other duties as assigned by the appropriate supervisor.

WORK ENVIRONMENT & EQUIPMENT OPERATED

While performing the duties, responsibilities and functions of this position, the Municipal Court Clerk works inside, in an office or courtroom environment. The noise level in the work environment is typical of a busy office or courtroom, ranging from quiet to moderately noisy. The position may require travel to and attendance at job-related educational seminars and conferences, to include occasional overnight travel.

The Municipal Court Clerk will operate a personal computer, including word processing, printers spreadsheet programs and specialized data base software, a telephone and telephone answering machine or voicemail system, copy machine, fax machine, and other similar office equipment. The Municipal Court Clerk will use paper records and computer records.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of budgeting procedures, techniques and legal requirements. Knowledge of the operation, organization, functions, procedures and administration of municipal courts. Knowledge of arrest, detention, and other police procedures.

Knowledge of business English, spelling, punctuation, arithmetic, office practices, procedures and use of standard office machines.

Ability to type at a rate of at least 40 words per minute and to efficiently operation a ten key calculator.

Ability to make routine mathematical computations, tabulations and accounting entries accurately and with reasonable speed.

Ability to learn assigned tasks readily within a reasonable training period, and to adhere to prescribed routines.

Ability to communicate and deal effectively with other employees and the public both orally and in writing.

Ability to understand and carry out oral and written instructions.

Ability and knowledge of computer operating systems with experience in operating personal computers and various software.

Ability to learn how to use the Washington State Judicial Information System (JIS) with reasonable training.

MINIMUM QUALIFICATIONS

High School diploma or GED, plus at least two years of court administration experience or one year of related office experience and satisfactory completion of a business or related training curriculum and at least six months of court administration experience.

Must be bondable.

PHYSICAL DEMANDS

Work is performed indoors with prolonged sitting, and occasional standing and walking. Constant fine manipulation and use of fingers, hands and arms in reaching, handling, fingering and grasping, and hand-eye coordination is necessary to operate computers and other office equipment, in preparing written documents, handling materials, paperwork, etc.. Frequent bending and twisting of the waist, knees, and neck while reaching for materials, working at desk, worktable or moving from sitting to standing position is required. Occasionally, it will be necessary to lift, move, setup and remove files, records and boxes, and equipment weighing as much as 50 pounds, or 100 pounds with assistance. Files are moved to and from the courtroom using a wheeled cart which must be pushed and maneuvered. Vision and hearing is required to perform duties of position.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background and reference check; Job related tests will be required, including a typing test. A criminal background check will be required. Other tests, such as a medical examination, hearing test, and a pre-employment drug screening, may be required once a conditional offer of employment has been made.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change. It is not intended to include every requirement, duty and responsibility of the job.