



Job Description

Department: Administration
Job Title: Municipal Court Clerk & Administrative Assistant
Reports to: City Administrator

Classification: Non-Exempt
Job Level: 3

Date job description last revised: April, 2017

GENERAL DESCRIPTION OF DUTIES:

Municipal Court Clerk:

The Municipal Court Clerk is a professional administrative staff position with responsibility for the efficient operation of the municipal justice process. This employee performs a variety of administrative duties pertaining to the coordination and operations of the Municipal Court under the direction of the Municipal Judge. This position requires heavy use of software applications for processing information, preparing and filing documents, scheduling, record-keeping and communicating with a variety of people.

Administrative Assistant:

This position is needed to assist with front desk coverage and administrative duties. Primarily a customer service / administrative role with light accounting duties, this position assists walk-in customers and callers to City Hall, processes payments and directs visitors to the appropriate personnel for services. Performs a variety of office management functions and provides backup for office staff. This position involves both routine assigned duties and ad hoc requests and requires the ability to multi-task.

ORGANIZATIONAL RELATIONSHIPS:

- Generally, this position is under the supervision of the City Administrator and provides administrative assistance to a variety of departments.
- While performing Municipal Court Clerk duties, this position also reports to the Deputy City Clerk and takes direction from Municipal Judge.
- Works with the Municipal Prosecutor in preparation of Court Cases.
- Works collaboratively with other departments and non-profit organizations in order to coordinate work programs.

COURT CLERK ESSENTIAL DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Creates necessary files for citations written by police and code enforcement officers

- Manages ongoing cases to ensure that requirements of the Court are completed, including preparation of appropriate motions, subpoenas, bench warrants and defendants' compliance with sentencing.
- Attends monthly Municipal Court to record dispositions and ensure that direction given by the Municipal Judge is carried out accurately and efficiently
- Prepare Summons & Complaint when defendants have not responded to Notices
- Closes files when appropriate both in computer and paper file
- Reserves, sets and restores the court room before and after sessions of the court
- Maintains accurate records of the posting of bonds, forfeitures, restitution owed and payment arrangements
- Prepares collection letters for past due records
- Prepares monthly reports, reconciliations and an annual report
- Develops resources for useful public service
- Refers appropriate applicants to deferral treatment programs and reports to judge with results
- Maintains detailed and up-to-date documentation of all desk procedures
- May be required to post performance bond unless requirement is waived by City Council.
- Other special projects and duties as assigned.

ADMINISTRATIVE ASSISTANT ESSENTIAL DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Acts as first point of contact for customers.
- Helps or re-directs customers at City Hall.
- Answers phone calls and emails. Directs inquires as appropriate.
- Creates or updates forms and information sheets.
- Assists with filing of various city records.
- Helps manage supplies inventories and orders necessary items.
- Drafts written correspondence as directed
- Other duties as assigned by management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Self-directed, detail-oriented professional who works efficiently and independently and also collaborates with co-workers or services providers.
- Must work well with the public and diverse types of people, have strong customer service and verbal / written communication skills and ability to resolve/diffuse customer issues and complaints.
- Must be able to follow written and verbal directions, solve problems, handle multiple priorities, work under deadlines, and make sound decisions.
- Must possess solid understanding of the legal process and the ability to interpret and explain the Salida Municipal Code.
- Well-developed oral and written communication skills.

- Must be comfortable using a personal computer and printer, programs including MS Word & Excel, Adobe Acrobat, be able to navigate the web, use the telephone system, postage machine and other office equipment.
- Must be able to multi-task.
- Attention to detail and accuracy.
- Ability to become a “go to” person for taking care of ad hoc requests and office management needs.

EDUCATION, CERTIFICATIONS AND EXPERIENCE:

High school diploma or equivalent. Proficiency with Microsoft Office, most importantly Word and Excel, and Adobe Acrobat and handling of phones and auto attendant programming. Three to five years work experience preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in an office environment or in the court room and requires extended periods of time sitting in front of a computer screen and periods standing. Hours are generally Monday through Friday from 8am to 5pm and will occasionally require longer hours. Must be able to lift 20 pounds on an intermittent basis. Must be able to work independently, meticulously and assertively. The small organizational setting requires a strong work ethic where all employees are expected to cross train and assist others as needed to cover during staff absences and busy periods.

