



Court Clerk

Bargaining Unit: International Association
of Machinists & Aerospace Workers
(IAMAW)

Class Code:
300

CITY OF FIFE
Revision Date: Aug 5, 2015

SALARY RANGE

\$23.97 - \$28.39 Hourly
\$4,155.20 - \$4,920.76 Monthly
\$49,862.41 - \$59,049.13 Annually

POSITION DESCRIPTION:

Under the direction of the Court Administrator, perform routine clerical work in support of the municipal court function. This position requires public relations involvement, some independent judgment and organization skills.

ESSENTIAL DUTIES:

Provide accurate information and assistance to all levels of court customers, including attorneys, prosecutors, outside law enforcement agencies, defendants, victims, state agencies, etc.

Receive, process, and schedule motions. Process appeals, legal documents, FTA on citations, various reports, and requests for public information.

Accurately research and evaluate cases to determine correct course of action in accordance with laws, rules, court policies and procedures.

Provide customer service over the telephone, at the counter, or through correspondence. Responsibilities include maintaining confidentiality, tact and providing accurate information to the public, defendants, attorneys and other agencies about Municipal Court policies and procedures and schedules.

Respond to telephone and counter inquiries, sort and route documents, and initiate correspondence responding to court-related inquiry or requested information.

Maintain courtroom recording equipment, certification thereof and transcripts of all proceedings for appeal to superior court.

Staff courtroom during sessions, record all proceedings; maintain recording logs, mark exhibits, and process orders of the court. Ensure accurate and timely case flow maintenance.

Maintain accurate and complete records making required docket entries, prepares and processes orders for commitment and release, warrants, subpoenas, summonses, and other legal documents as ordered by the court.

Receive payment of court fines, bail penalty assessments and fees; record and receipt payments according to established court procedures.

Reconcile and balance cash box, including credit card payments.

Prepare court calendars for criminal and traffic infraction cases; prepare case files for court sessions, ensuring appropriate documentation is in the file.

Assist in the scheduling and coordination of jury trials, summoning jurors and notifying litigants.

Arrange for time payments for fines, monitor payments and take appropriate action for delinquent payments in accordance with court policy.

Process commitments, releases and referrals, and contact appropriate agencies.

Monitor case dispositions for compliance with court orders.

Perform primary filing of all papers, dockets, case files and case-related correspondence. Construct new files and retrieve documents as necessary.

Process and forward traffic infraction dispositions to the Department of Licensing.

Process notices to defendants of arraignment and hearing.

EDUCATION, EXPERIENCE & OTHER REQUIREMENTS:

Any combination equivalent to: graduation from high school including or supplemented by courses in legal and two (2) years of increasingly responsible court-related clerical experience. Judicial Information System experience is desired.

KNOWLEDGE, SKILLS & ABILITY:

Knowledge & Skills:

- Policies, procedures and practices of the Municipal Court
- Community resource and referral programs and their application to the Court
- City, county and State agencies and offices involved in court-related activities
- City ordinances and State laws and regulations
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Operation of a computer terminal
- Oral and written communications skills
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

Abilities:

- Perform a wide variety of complex court-related clerical duties accurately
- Deal effectively with defendants and the public in high-stress situations

- Process arrest warrants accurately and in accordance with the law
- Operate courtroom electronic recording equipment
- Operate a variety of standard office machines and equipment
- Communicate effectively both orally and in writing
- Maintain accurate records
- Type at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with others
- Add, subtract, multiply and divide quickly and accurately

PHYSICAL CHARACTERISTICS & WORK ENVIRONMENT:

ENVIRONMENT: Office environment. Constant interruptions. PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. May be required to lift up to 30 lbs.

OTHER INFORMATION:

Hours of work are generally 8:30am - 5:00pm, but can vary.

CLASS SPEC TITLE 7:

The statements contained herein reflect general details as necessary to describe the principal functions for the job, the level of knowledge, skill and ability typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Class specifications are only intended to represent a descriptive summary of the range of duties and responsibilities associated with specific positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.