

City of Florence Court Clerk

DEPARTMENT: Municipal Court
CLASSIFIED: Part-Time; 24 Hours per Week
DATE: January 2018

REPORTS TO: Senior Court Clerk
POSITION STATUS: Non-Exempt
Hourly Rate: \$16.14 – 22.30

PURPOSE OF POSITION:

The Court Clerk will assist citizens through the Florence Municipal Court process, collect fines, maintain defendant files including all correspondence between the defendant, attorneys, and the Court, and maintain computer based data for each citation adjudicated through Municipal Court.

ESSENTIAL JOB FUNCTIONS:

CUSTOMER SERVICE – This position requires almost constant interaction with a wide variety of City employees, other public agencies, and private individuals. Court Clerks must maintain confidentiality. Court Clerks must meet multiple daily deadlines, and deal effectively with defendants in potentially confrontational situations and when the defendant is verbally hostile, both in person and over the phone.

- Responds to telephone, via e-mail and in-person inquiries from the public and other agencies. Receives visitors and customers to the court. Explains accurate court policies, procedures and processes. Provide information to defendants about their case status.

COURT ROOM & JUDICIAL SYSTEM SUPPORT – This position requires knowledge of well-defined Court systems and processes, as well as other standardized procedures and policies in order to provide judicial support in the courtroom and office. Court Clerks must apply procedures and policies to the situation at hand with minimal supervision.

- Prepares dockets and case files before court as necessary.
- Checks defendants in for case hearings, and processes paperwork during and after court for dependents.
- Prepare courtroom and attend court sessions, including occasional night sessions. May act as Jury Bailiff.
- Provide court support to ensure accurate processing of defendant cases.

MUNICIPAL COURT CLERICAL – The Court Clerk performs a variety of skilled clerical duties in support of various Municipal Court operations and procedures. This requires the ability to work quickly, accurately and thoroughly with close attention to detail in an atmosphere of frequent interruptions and changing priorities.

- Prepare and process court files, tickets, show cause papers, failure to appear and other court activity. Enters and clears suspensions and warrants according to court procedures. Ensure accuracy and completeness of all court activity files.
- Enter citations and payments into computerized information system; accurately track all activity associated with each citation. Transfer of information between involved parties and agencies.
- Maintain ledger of bails, bail refunds and forfeitures. Compile monthly overdue violation accounts and report to court's collection agency.
- Receives payments and prepares the daily deposit accurately and in a timely manner.
- Coordinates juror activities; prepares mailings, process petitions and provides orientation information to jurors.

Performs other related duties as assigned.

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MANDATORY REQUIREMENTS:

- High school diploma or equivalent, and one year of employment experience that would provide the required knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Basic knowledge of accounting principles and understanding of legal terms.
- Ability to type by touch, from rough draft correspondence, and compose correspondence; ten-key proficiency; computer operating experience.
- Ability to use a computer for extended periods of time to perform the essential functions of the position.
- Strong interpersonal, written and verbal communication skills.
- Ability to resolve conflicts with difficult customers; and provide excellent customer service to diverse audiences. Ability to interact with irate and sometimes threatening individuals.
- Ability to maintain confidentiality and exercise discretion and judgment in dealing with sensitive or confidential information.
- Ability to get along well with coworkers, and the general public, and maintain effective work relationships.
- Maintain work areas in a clean and orderly manner and follow all safety rules and procedures.
- Timely and regular attendance is required.
- Ability to pass a background check and/or a criminal history check. Ability to meet LEDS certification requirements.

SPECIAL REQUIREMENTS/LICENSES: Obtain Law Enforcement Data System Certification (LEDS) within 90 days of start date.

DESIRABLE ADDITIONAL QUALIFICATIONS: Knowledge of judicial/legal system. Knowledge of motor vehicle laws and other City/State laws related to infractions and misdemeanors within the purview of the Municipal Court. Knowledge of Law Enforcement Data System. Previous Municipal Court experiences to provide knowledge of procedures and functions. Possession of Oregon Association for Court Administration certificate.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 40 pounds on an infrequent basis. Manual dexterity and coordination are required.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the supervision of the City Project Manager with general direction from the Senior Court Clerk and the Municipal Court Judge.