

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: MUNICIPAL COURT CLERK I

General Functions:

Under the general supervision of the Assistant Finance Director, this position performs complex and varied clerical work to process and transact judicial business according to policies and procedures set forth by the City's municipal court. Works with the public and must handle confidential information with discretion.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment, maintain positive relationship with court contacts and positions outside the City organization.
2. Prepares information on court cases for the Municipal Court, City Prosecutor, Judge and defense attorneys. This includes docketing cases, setting cases for a particular date and time and preparing cases for the Judge. Assists Judge during court sessions in the courtroom.
3. Collects monies for fines, fees and bails. Issues receipts and credits for payments received. Uses standard bookkeeping procedures. Updates and maintains outstanding payments due to the Court.
4. Receives inquiries through the mail on pending court cases and forwards to Judge if necessary. Prepares routine replies to correspondence. May include processing warrants, notices, and records, review of probation files and preparation of suspension orders.
5. May receive traffic citations, criminal cases and ordinance violations and parking citations from police department and accurately organize material pertinent to each case for filing in Court software. Confers with the public concerning court cases and with community agencies.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

Job Preparation:

Education and Training: Graduation from high school or equivalent GED Certification. Training in LEDS computer and other computer training desirable. LEDS certification is required within six (6) months of hire date (which requires finger printing). General knowledge of legal terminology and training in Court operations preferred. Requires two (2) years experience in general office or related work including the handling of confidential matters. One (1) year of prior court office work experience desirable. Must have demonstrated ability to accurately transfer data and collect and receipt monies. Must have skill in dealing with the public using tact, good judgment and courtesy. Must have good oral and written communication skills. Must have the ability to use discretion in the carrying out of rules, regulations, laws and ordinances to ensure timely response and notice and proper involvement of Judge, attorneys and defendants.

Supervision:

Received: Work is performed within established policies and procedures with guidance given by the Municipal Court Clerk II and/or Judge.

Exercised: Supervision of others is not a responsibility of this position.

Communication:

Communication with City residents and general public, Department of Motor Vehicles, communications with the City Prosecutor, Clackamas County Jail, court appointed attorneys, Clackamas County Corrections and with other municipal courts. The nature of these contacts is not always pleasant when explaining court obligations and orders and requires excellent communication skills. Required to communicate highly confidential and sensitive information regarding cases, files and court action taken on cases.

Cognitive Functions:

The Court violations bureau is governed by an Order from the Judge entrusting the Court Clerk to assess set fines and fees accurately. Must be accurate and thorough in performing the court duties, use sound judgment, and complete tasks on time.

Working Conditions:

Follow safety rules and procedures; use equipment and materials properly. Employees in this position are often in direct contact with potentially angry and unstable defendants without the immediate availability of assistance. Employee is frequently required to sit, stand, walk, reach with hand and arms, stoop, kneel, use hand, fingers and occasionally lift and/or move up to 25 pounds. Vision abilities include close distance and color vision. Noise level is moderate.

Resource Accountability:

Position is responsible for the proper operation and maintenance of personal computer and other office equipment and supplies of the municipal court. Daily may handle \$2000+ in collections for fines and fees and other monies collected by the court.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.