

# CITY OF WEST LINN

## JOB DESCRIPTION

Job Title: MUNICIPAL COURT CLERK II

General Functions: Performs complex and varied clerical work to process and maintain court records and payments, court documentation, assist in the court room, communicate with the public and other agencies. Handle confidential information with discretion. Comply with all regulations, state statutes, laws and ordinances.

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. Maintain cooperative working relationship with City staff, outside professionals and agencies, and the general public.
2. Assist the public over the counter and on the telephone; answer routine questions about court dates, court procedures, Oregon Department of Motor Vehicles regulations, bail and fine procedures, etc.
3. Prepare information on court cases for the Municipal Court, City Attorney, Judge and defense attorneys. This includes communicating with appropriate personnel (police officers, attorneys, corrections and defendants) regarding court dockets, trial dockets, and prepare cases for the Judge. Work with the Judge in the courtroom, assist Judge during court cases, set pretrial conferences and prepare suspension forms.
4. Confer with the public concerning complaints and requests on court cases and with community agencies relating to court diversions and sentences; maintain and process court records; examine legal documents submitted to court for adherence to law or court procedures; prepare case folders and dispositions; have understanding of procedures for defendants picked up on warrants or in custody.
5. Maintain accurate court records in accordance with statutes, regulations and policies; receive traffic citations, ordinance violations and parking citations from police department and manage volume of citations accurately under strict guidelines; prepare warrants, notices, subpoenas and records; manage probation and suspension files.
6. Contribute to a positive work environment; promote professional and courteous behavior for problem resolution; interact with emotional people professionally

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and tactfully. Prioritize daily and routine responsibilities; work efficiently in a fast-paced environment with frequent interruptions.

7. Collect monies for fines, fees and bails. Issue receipts and credit for payments received. Use standard bookkeeping procedures. Update and maintain outstanding payments due to the court; process court refunds as appropriate; send accounts to collections when necessary; may prepare deposit for Finance Department.
8. Receive inquiries through the mail and forward to Judge for review if needed or prepare answers through the mail on pending cases; prepare routine correspondence; provide accurate and timely clerical work; may act as a notary public.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards.*

*Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a. Education and Training:

- i) Graduation from high school or equivalent GED certification.
- ii) Training in LEDS computer desirable; LEDS certification is required for this position and can be accomplished after hire date.
- iii) General knowledge of business English, legal terminology and training in Court operations preferred.
- iv) Knowledge of Incode Court Software, Microsoft Word, Excel, Outlook and FTR recording software desirable.
- v) Requires two (2) years experience in general office or related work including the handling of confidential matters. One (1) year of prior court office and in-court session work desirable.
- vi) Must have ability to accurately transfer data and collect and receipt monies.
- vii) Must have skill in dealing with the public using tact, good judgment and courtesy, often in difficult situations.
- viii) Must have good oral and written communication skills.
- iv) Must have the ability to use discretion to carry out rules, regulations, laws and ordinances to ensure timely response and notice and proper involvement of judge, attorneys and defendants

#### 2. Supervision:

- a) Work is performed highly independently within established procedures with guidance given by the Court Administrator and Municipal Court Judge. Supervision of other employees is not a normal responsibility of this position.

3. Communication:

- a) Speak clearly and persuasively in positive or negative situations with defendants, attorneys, City staff, Department of Motor Vehicles, Clackamas County Jail/Corrections, other courts and general public.
- b) Entrusted with and required to communicate highly confidential and sensitive information regarding cases, files and actions taken regarding issues and cases.
- c) Respond promptly to customers; use accurate judgment; respond in writing clearly and informatively when needed.

4. Cognitive Functions:

- a) Gather and analyze information skillfully.
- b) Demonstrate accuracy and thoroughness.
- c) Prioritize and plan work activities efficiently.
- d) Follow policies and procedures and complete tasks correctly and on time.
- e) Exhibit sound and accurate judgment.
- f) Use intuition and experience to complement data.
- g) Follow State laws and City ordinances. The Court violations bureau is governed by the Order of the Judge entrusting the Court Clerk with assessing certain fines and fees.

Working Conditions:

Follow safety rules and procedures; report potentially unsafe conditions; use equipment and materials properly. Employees in this position are in contact with possible unhappy and unstable individuals 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:

Responsible for proper operation and maintenance of LEDS and personal computer and other office equipment and supplies of municipal court. Weekly handles from \$8000 to \$10000 in monies from fines and fees 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.*