

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: MUNICIPAL COURT CLERK

General Functions:

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.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Prepares information on court cases for the Municipal Court, City Attorney, the Judge and defense attorneys. This includes docketing cases, setting cases for a particular date and time and preparing cases for the Judge. Serves as courtroom clerk, assisting Judge during court cases.
4. Prepares warrants, notices, subpoenas and records, as well as letters, reports and other materials.
5. 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 Courts. May assist with deposits.
6. Manages jury panel. Prepares and maintains jury list, juror notices of dates to appear and requests jury and witness fee payments.
7. Receives and answers inquiries through the mail on pending court cases. Prepares routine replies to correspondence.
8. Confers with the public concerning complaints and requests on court cases and with community agencies as relates to court diversions and sentences.
9. Manages probation and suspension files.

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10. Receives traffic citations, ordinance violations and parking citations from police department and organizes material pertinent to each case. Manages each citation according to set policies and procedures.
11. As required, coordinates with police and Judge, prisoner transports to court for arraignment.
12. May provide assistance to City staff regarding the procedures for filing cases in Municipal Court.

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:

- i) Graduation from high school or equivalent GED Certification. Training in LEADS computer and other computer training desirable. 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 and in-court session 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.

b) Training:

- i) Specialized skills required include 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.

2) Supervision:

Received: Work is performed highly independently within established policies and procedures with general guidance given by the Municipal Court Judge. Reports to Court Supervisor and/or Finance Director for administrative direction.

Exercised: Supervision of others is not a normal responsibility of positions in this classification.

3) Communication:

Relationships outside the City include very frequent and very complex communication with Department of Motor Vehicles, very frequent and complex communications with the City Attorney, frequent and complex communications with Clackamas County Jail and court appointed attorneys, frequent and possibly complex communications with Clackamas County Corrections and district and circuit courts, frequent communications with other municipal courts.

Contacts made with other City departments include frequent communications with City courier for messenger service, often and sometimes complex communications with police officers, sergeants and records staff; and, infrequent communications with finance department and planning department.

Contact with the City's residents and general public is daily including weekly court session including arraignments, daily across the counter contacts with those appearing to pay tickets, fines and fees, and ask questions. Contact with residents is also made for jurors and witnesses. The nature of these contacts is not always pleasant when explaining to defendants their probation obligations and fines ordered by the Judge at sentencing and following through on collection and/or imposition of said orders and sentences.

Is entrusted with and required to communicate highly confidential and sensitive information regarding cases, files and actions taken regarding issues and cases.

4) Cognitive Functions:

To a large extent, Court work is governed by State Statutes, laws and ordinances. The Court violations bureau is governed by an order from the Judge entrusting the Court Clerk to assess certain fines and fees.

This position develops new forms and procedures with approval of the Judge to incorporate new laws into the municipal court proceedings. The Court Clerk also develops forms necessary for the maintenance of accurate and efficient court files and recordings.

Consequences of errors that could be made in the normal course of work include a defendant being released and not serving a Judge's sentence due to failure to transfer proper paperwork to jail, cost to City associated with resetting (at Court Clerk approval) case or dismissal of a case due to failure to notify City Attorney, defense attorney, defendant and/or corrections personnel and law suits due to failure to process prisoners, defendants in custody and to collect fines and fees or due to disseminating inappropriate information to the wrong parties.

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Knowledge of the past practices and guidelines established by the Judge provides precedent for Court Clerk problem solving.

Frequent innovation is required to quickly and tactfully handle the general public and persons coming before the court and to determine which community resources to use.

Decisions most often made in the course of work include: resetting cases for court based on defense attorney, defendant or City Attorney requests using past precedent for guidance. Extensions of dates for fines and fees are also made by changing previous order of the Court.

5) Working Conditions:

Often employees in this position are in direct contact with potentially violent and unstable criminal defendants without the immediate availability of assistance. Physical risks could include the occasional handling of potentially dangerous evidence during trial.

6) Resource Accountability:

Is responsible for the proper operation and maintenance of LEDS and personal computer and other office equipment and supplies of municipal court. Weekly handles approximately \$8000 to \$10000 in collections for fines and fees and other monies collected by the court. Requests payment for all budgeted expenditures with approval of Finance Director.

Maintains and controls all records and files of the municipal court such as accounting records of collections, and such files as suspension, probation, current docket, parking citations, correspondence, warrants, appeals, etc. These include files that contain confidential information and must be processed in strict accordance with individual constitutional rights and Oregon Public Records Laws.

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.