

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: MUNICIPAL COURT CLERK II – PART TIME

Department: Finance – Muni Court	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: E
FTE Status: Part Time	Date: January 2019

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. Assist the Judge in the courtroom.
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 criminal and 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 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

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 Experience

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) 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.

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2.) Supervision:

Received: Work is performed highly independently within established procedures with guidance given by the Court Administrator.

Exercised: Supervision of other employees is not a normal responsibility of this position.

3.) Communication:

a) Speak clearly and persuasively using tact, good judgment and courtesy, often in difficult 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.

4.) Cognitive Functions:

- a) Knowledge of Incode Court Software, Microsoft Word, Excel, Outlook and FTR recording software desirable.
- b) Must have ability to accurately transfer data and collect and receipt monies.
- c) 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.

5.) Working Conditions:

Work is performed in an office environment. Little physical effort required. Employees in this position are in contact with possible unhappy and unstable individuals without the immediate availability of assistance. The schedule of work is part time and may fluctuate depending on the organizations needs.

6.) 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 \$2000 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.

Employee Signature

Date