

City of Gardner Position Description

MUNICIPAL COURT CLERK

Position Title: Municipal Court Clerk
Department: Finance
Reports To: Business Services Manager
Salary Range: 2
FLSA Status: Non-Exempt
Last Update: October 22, 2021

Job Summary:

Under the supervision of the Business Services Manager, the Municipal Court Clerk performs the daily operations of the Municipal Court.

Job Scope:

The Municipal Court Clerk performs a variety of responsible clerical and administrative support assignments in processing and coordinating cases for the Municipal Court, and assisting the Municipal Judge and Prosecutor, attorneys, law enforcement and other agencies, and members of the public coming into contact with the Court to ensure that orders, directives, and policies of the Court are executed. Work is performed with a substantial degree of independence within the framework of prescribed policies and procedures, and state laws. Much of the work is highly confidential in nature relating to specialized court activities and police reports.

Essential Duties and Responsibilities:

- Prepares court dockets, records sentences, follows through on completion of sentencing and takes appropriate action.
- Prepares bench and arrest warrants and issues show cause orders.
- Receives inquiries from the public by letter, telephone, e-mail or in person and furnishes the proper information or directs inquiry to the proper source.
- Assists in the coordination of court matters with defendants, defense counsel, City Prosecutor, Police Department, jails, drug and alcohol agencies, other monitoring agencies and other levels of the criminal justice administration system.
- Responds to requests for information from the Municipal Court Judge, Municipal Prosecutor, Police Officers, and attorneys on the facts, circumstances, and status of pending cases.
- Compiles court case files and distributes them to the appropriate parties.
- Accepts, receipts, and accounts for all court fines and fees and disburses cash and bonds.
- Initiates requests for driving and criminal records.
- Completes all reports and forms required by the state and local agencies including the Prosecutor Disposition Report form for the Kansas Criminal History Records System for the Municipal Court Prosecutor.
- Prepares correspondence and maintains records.
- Receives, logs and indexes incoming filings, citations, and complaints.
- Records required information on traffic tickets and sends them to the State Department of Motor Vehicles.
- Assists in preparation of budget and performance measures for Municipal court division.
- Submit and administer warrants within the regional database.
- Assist in conducting virtual court.
- Impose the courtroom rules set by the Municipal Court Judge.
- Performs other related duties as deemed necessary or as required.

Education, Certification and Experience Requirements:

High School diploma with a minimum of three (3) years experience as a Municipal Court Clerk or in other increasing responsible supervisory court, clerical, secretarial, paralegal or administrative work or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Requires the possession of a valid driver's license and a good driving record.

Skills, Knowledge and Abilities:

Skill in operating listed tools and equipment. Considerable knowledge of general office procedures. Working knowledge of legal language and legal procedures. General knowledge of law enforcement procedures, bookkeeping principals, and computer applications. Extensive knowledge of court and criminal procedures. Ability to understand and carry out oral and written instructions and to develop working procedures appropriate to the objectives desired. Ability to establish and maintain effective working relationships with superiors, other employees, city elected and appointed officials, and the general public.

Tools and Equipment Used:

Network computer system operating court administration software; personal computer operating word processing, spreadsheet and database software; telephone; copier; facsimile; and postage meter.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must lift and/or move up to 20 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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