

# CITY OF LAUREL

## POSITION DESCRIPTION

<b>TITLE:</b> <b>COURT CLERK I</b>	<b>FLSA STATUS:</b> <b>NON-EXEMPT/ UNION</b>
<b>ACCOUNTABLE TO:</b> <b>COURT CLERK III, CITY COURT JUDGE, CITY MAYOR</b>	<b>POSITION STATUS:</b> <b>PART-TIME (32 HOURS PER WEEK)</b>

### Job Summary:

Under the general supervision of the City Court Clerk III, the City Court Judge, and the City Mayor; performs technical office work in administrative support for the Court relating to the preparation and processing of court cases.

Directly responsible to City Mayor.

### Scope of Responsibility:

Position reports to the City Court Clerk III, the City Court Judge, and the City Mayor. This position has no supervisory responsibilities.

This position is a thirty-two (32) hour per week position. Hours will be set by the City Court Judge, with approval of the City Mayor. Any overtime hours will be paid after forty (40) hours per week.

Since this position is a City Employee, the direct and immediate supervisor for this position is the City Mayor. However, the position also reports to the City Court Clerk III and the City Court Judge. Where any conflicts exist between directives of the City Court Clerk III, the City Court Judge, and the City Mayor, this position is responsible for following the directives and authority of the City Mayor.

### Distinguishing Class Features:

Entry Level Position; works closely with the Judge in the City Courtroom; follows up out of Court with technical and extensive paperwork. The position involves considerable independent judgment within the Court's established procedural guidelines to resolve or explain all types of citizen issues and to ensure that defendants are in compliance with court orders and sentencing requirements. The work involves performing a number of highly responsible, detailed tasks essential to the day-to-day functioning of City Court.

### Essential Duties and Responsibilities:

*(These are examples only. Any one position may not include all of the listed examples, nor do the listed examples include all functions that may be found in positions of this class.)*

- Attends court sessions and assists the Judge with court proceedings; prepares and maintains detailed entries of all court hearings;

- Enters accurate and sufficient information during court proceedings into computerized information system; prepares and/or maintains court notes and related documents;
- Prepare case files to assist Judge for all hearings and trials;
- Establishes and maintains payment schedules; receives payment of court fines, bail, penalty assessments and fees. Maintains records, receipts and deposits payments according to established court procedures;
- Monitors compliance with court orders for all city court convictions and provides general information and contact information to defendants and attorneys to assist them with compliance issues including referral information for treatment programs and classes;
- Verifies enrollment, attendance and completion of treatment programs; keeps updated on defendants' compliance with court-ordered programs;
- Prepares and files Affidavits of Violation with the Prosecutor for non-compliance cases;
- Prepares Orders to Show Cause and/or Warrants based on Petitions to Revoke for the Judge's review and consideration;
- Provides general assistance and general information to attorneys, agencies and the public on court procedures, case processing and the status of cases;
- Preparation of Non-Compliance Driver License Suspension Notices of the Department of Motor Vehicles and suspended Driver's License when warranted;
- Maintains accurate and complete case records making required docket register of action entries; prepares case files for court sessions, ensuring appropriate documentation in court file;
- Prepares correspondence, memoranda, legal documents and reports and performs related clerical support duties; completes case history research and provides Judge with requested information from case files;
- Provides information and limited explanation to members of the public regarding the proper procedures from filing an initial complaint to collection on civil actions;
- Monitors Civil filings to ensure correct steps and proper notices pursuant to applicable court rules;
- Assist members of the public through complex, emotional issues dealing with Orders of Protection;
- Ensures that only proper information is given to requesting agencies;
- Data entry;
- Works with law enforcement regarding the processing of citations and distribution of case information to appropriate individuals;
- Attends scheduled Court Clerk training events, as requested by Judge;
- Other duties as assigned.

**Minimum Qualifications:**

**Education/Experience/Training:**

- Graduation from High School or GED; and
- Provide documentation of 60 wpm typing test; and
- Two (2) years' work experience in an office environment (Legal experience preferred).

**Personal Attributes/Skills Required or Preferred:**

***Knowledge and understanding of:***

- Principles and practices of customer service;
- Personal computers and software;
- Office practices and procedures.

***Skill to:***

- Perform accurate data entry;

- Operate a variety of office equipment, including a keyboard, telephone, calculator, copier and fax machine;
- Operate personal computers, including database, word processing and other related software;
- Establish and maintain effective working relationship with other City personnel, court officials and the general public.

***Ability to:***

- Work independently with minimal supervision;
- Write legibly and utilize correct grammar, spelling and punctuation;
- Communicate effectively both orally and in writing;
- Interact in a helpful manner with citizens and members of the public;
- Keep all court matters confidential.

**Physical Demands & Working Conditions**

***Essential Physical Abilities:***

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 shall be made to enable individuals with disabilities to perform the essential functions.

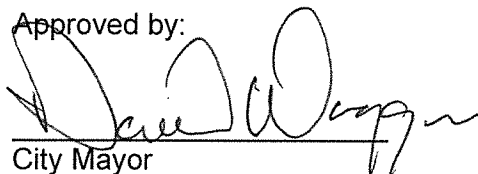
- While performing the duties of this job, the employee is regularly required to sit and to operate computer hardware, calculators and other office equipment;
- The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move journals and/or large binders;
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors and to read paper documents;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Personal mobility that permits the employee to serve the general public and access files and other materials in the office.

***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

- The work environment is generally a busy office environment;
- Members of the public may have criminal histories and may exhibit hostile or confrontational attitudes toward court employees; and
- The noise level in the work environment varies from low/moderate to sporadically loud.

Approved by:



City Mayor