

CITY of AZTEC JOB DESCRIPTION

Job Title: Court Clerk – Part Time
Department: Municipal Courts
Shift: Part Time as needed **19 hours** per week - Monday through Thursday
Pay Plan: \$13.12 per hour (Gr. 7.1)
Exempt: No
Reports To: Municipal Judge
General Direction From: Court Administrator
Position Closes: **POSITION OPEN UNTIL FILLED**

PURPOSE & NATURE OF JOB

Assist in the daily operation of the Municipal Court. Considerable public contact, both by telephone and in person is involved. The ability to deal with the public in various situations is essential.

ESSENTIAL DUTIES

Must be able to communicate effectively with the public, maintain a good working relationship, and maintain self-control in stressful situations.

Assists the general public, law enforcement officials and attorneys by accepting pleadings; and by providing information from case files and dockets according to established Municipal Court rules and procedures. Reviews pleading to verify that the information is complete and correct. Enters information into the full court docketing system.

Provides assistance to the general public: answers, screens and routes telephone calls; directs persons to appropriate court or office; answer questions regarding filing fees, status of cases, case numbers; researches case files and provides case statistical information. May be responsible for follow up on DWI or Battery/Assault dockets.

Receives, identifies and processes, manually and into the computerized database, detailed information from cases and other documents. Processing may include opening new cases, assigning judges and case numbers, accepting filing fees, fines and bonds, and complete necessary paperwork. Maintains current index or file for pending cases.

Generates legal documents such as arrest warrants, bonds, bench warrants, summons, court orders, subpoenas and notices of trial, order to show cause letters, and mails to interested parties. Receives fines, bonds, court fees and money paid to the court; verifies amounts, notes if bonds can be accepted by the court and are documented and have the appropriate signatures; issues receipts and ensures all receipts are docketed appropriately and performs record checks

as required. Supply MVD with license suspensions and rescinded license suspensions; attain driving histories. Maintains cash drawer and balances transactions.

Manages method for case management tracking to ensure actions, required by rules, statutes or regulations, are taken within required deadlines. Sets and coordinates trials and dispositional hearings. Notifies interested parties of case settings, the vacating of settings, or settlement. Tracks open cases to ensure actions required by rules, statutes or regulations are taken within required deadlines. Maintains statistics on case filings and dispositions.

Prepares case management, statistical, and financial reports and submits to appropriate agencies or personnel. May keep tickler files of pending pleadings or actions required in a case. Close cases according to established procedures, verifying that there are no outstanding warrants if the case is closed and searching for any missing information. Maintains retention schedule for closed cases and performs required duties for the destruction of files. Attend departmental staff meetings.

RESPONSIBILITIES

- Supervision:** N/a
- Public Contact:** Some recurring routine contacts with the public or workers in other departments requiring exchange of factual information or explanation.
- Budget:** N/a
- Other:** Other responsibilities as directed.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be 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.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must be detail-oriented, possess excellent customer service skills, be able to maintain self control in stressful situations and be able to multi task. Must be able to operate a 10-key adding machine/calculator. Must possess skills in the operation of a personal computer including word/data processing specifically Windows and Microsoft Word.
- Will be required to attend two annual out of town trainings.

- Education:** High School Diploma or G.E.D.
- Experience:** Must be detail-oriented, possess excellent customer service skills, be able to maintain self control in stressful situations and be able to

	multi task.
Knowledge:	Must be able to operate a 10-key adding machine/calculator.
Certificates/Licenses:	n/a
Recertification:	n/a
Use of Tools and/or Equipment:	Must possess skills in the operation of a personal computer including word/data processing specifically Windows and Microsoft Word.

WORK ENVIRONMENT

Physical Demands:	Effort is minimal and is exerted only for short, intermitted periods. Effort involves light lifting (40 lbs) of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. Requires normal hearing and visual acuity. Normally performs in seated position. Occasional standing for short durations.
Hazards:	Minimum hazardous working conditions. Minor threat to health and/or safety.
Exposures:	Generally adequate working conditions with minimum environmental conditions to assure comfort. May be in contact with angry or irate individuals.