

ORGANIZATION:	City of Canby	DATE:	January 2014
DEPARTMENT:	Municipal Court	UNION:	AFSCME Represented
CLASSIFICATION	Municipal Court Clerk I	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Perform a variety of detailed, moderately difficult to complex administrative support activities to contribute to efficient office operations of the Municipal Court. Position is responsible for the daily operation of the municipal court, trial scheduling, and court dockets. Accept payments and make payment arrangements of municipal court fines and assessments. Prioritize and monitor workflow and review records. Handle confidential matters with discretion and excel in customer service. Act in accordance with direction from the Judge on legal matters.

A variety of moderately difficult to complex tasks are performed within generally defined procedures and are reviewed periodically for accuracy, adherence to established policies and procedures, quality and thoroughness. Work is performed under general supervision and assistance is readily available from supervisor(s). This classification is expected to function independently in daily tasks and required to use judgment on non-routine matters. Problems are identified and solved and unusual/complex problems are referred to a supervisor.

ESSENTIAL JOB FUNCTIONS:

Provide customer service for court/administration. Greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions from internal and external customers.

Provide skilled clerical work, processing court transactions with a high degree of public contact. Prepare accurate and timely reports. Act as a notary public. Tactfully answer a variety of questions about court transactions.

Coordinate court matters with the Judge, defendants, police and other levels of the criminal justice system; document decisions in case files using computerized court system.

Attend court sessions and perform a variety of courtroom related tasks as needed.

Docket traffic citations issued by the Canby Police Department and other agencies citing into Canby Municipal Court.

Maintain trial docket, with adequate notice to the police officers, prosecutor, and defendant. Process deferrals, Failure to Comply, and Failure to Appear Notices. Monitor warrant and license suspensions and enter into system.

Maintain and process court records in accordance with statutes, regulations and policies; examine legal documents submitted to court for adherence to law or court procedures; prepare case folders and case dispositions. Manage volume of citations accurately under strict deadlines.

Compile information and reference materials for City Attorney, supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Forward disposition of custody cases to the Oregon State Police Bureau of Identification.

Accept, process, and deposit cash receipts; process refunds as appropriate. Establish and monitor payment plan agreements. Assist with bank deposits.

Coordinate and process cases being turned over for collections. Interact with collection agencies. Work with collection agencies to resolve issues with outstanding accounts.

Use word processing software to type routine and non-routine letters, memos and other material from general instructions. Proofread, review for grammar, and edit documents as necessary. Examine documents for completeness and accuracy. May correct errors as necessary.

Create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department.

Assist with documentation of court policies and procedures; keeping them up to date to accommodate changing rules, regulations, situations and process improvements. Ensure systems comply with applicable laws and codes and are efficient operating systems. Provide instruction to other staff on policies and procedures as needed.

Prepare and post public meeting notices. Coordinate materials for distribution. Work with information technology to coordinate department information on City website.

Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail.

Track, order and maintain office supplies. Initiate and process work orders, purchase orders, etc.

Compile individual files for traffic and misdemeanor complaints. Write and process timely notices to defendants for arraignments, trials and hearings; construct new case files, filing and retrieving documents as necessary.

Maintain files and court records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.

Maintain positive and cooperative working relationships with City staff, other organizations and the general public. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Interact with emotional and difficult people in a professional and tactful manner.

Follow all safety rules and procedures for work areas. Coordinate and perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Promote, support and respect diversity in the workplace. Keep abreast of changes in statutes and regulations to ensure compliance with all legal requirements applicable to municipal courts.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge and understanding of department and City programs and procedures. General knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques. Ability to

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

use good judgment in prioritizing daily and routine responsibilities and work efficiently and effectively in a fast-paced environment which includes changing priorities and frequent interruptions. Must be able to maintain sensitive and confidential information. Must be able to accurately count money, make change, and balance accounts. Ability to deal with emotional and difficult people in a professional and tactful manner and to maintain cooperative working relationship with City staff, outside professionals and agencies, and the general public. Attention to detail is extremely important and required. Equivalent to high school education and three to five years of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must be able to pass the department's security clearance standards. Must be LEADS certified at time of hire or obtain certification within six (6) months of hire date. Certification as an Oregon Association for Court Administration (OACA) Professional Court Leader preferred at time of hire or able and willing to obtain within an agreed upon timeframe.

DESIRABLE REQUIREMENTS: Knowledge of municipal government functional areas and specific word processing software utilized within the department. Prior work experience in a municipal court setting. Knowledge of Spanish is an asset.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at night meetings may be required. Frequent contact with citizens, law enforcement, judge, and other government agencies.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Police Administrative Assistant/Court & Records Supervisor.