

# HURRICANE CITY

## Job Description

<b>Title:</b>	Court Clerk	<b>Code:</b>	
<b>Division:</b>	Justice Court	<b>Effective Date:</b>	9/97
<b>Department:</b>	Administration	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **complex clerical duties** designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the City Justice Court.

### SUPERVISION RECEIVED

Works under the administrative supervision of the Justice Court Judge. May receive functional supervision from the City Manager related to various administrative functions.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Maintains computerized record of all citations received from various agencies; receives, logs and files incoming citations and complaints; maintains cross reference recovery system; opens mail, sorts and processes; determines fines based on fine schedule or bail if plea is not guilty; attaches appearance by mail to citation; keeps track of payments made through the mail; issues receipts for payments received; monitors disposition of all cases.

Receives telephone calls and refers to appropriate person; answers questions about trial or hearing schedules, and assists public in resolving questions regarding various civil processes and papers; provides information about court procedures and schedules; sets appointments;

Issues arrest and bench warrants; type warrant information, order to show cause, failure to appear and refers to Judge for signature; sends copy to Police Department; notifies county or other jurisdiction if someone is arrested; computer enters case information.

Maintains fiscal records of the court as needed and required by law; writes receipts for moneys mailed or paid in person; posts payments decisions and other information in computerized ledger; maintains account of checks returned; maintains court docket for cases prior to 1988.

Reviews citation abstracts; monitors payment records of defendants to assure conformity to judgments and payment schedules; issues delinquent notices, etc.; prepares pleadings for failure to appear; utilizes legal processes such as late letters, late notices, summons, bench warrants, warrants of arrest, orders to show cause, and informations; accepts money for bail forfeitures, fines; issues receipts.

Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions; notifies or subpoenas involved parties in a timely manner; informs judge of docket status and schedule; prepares notices of trial and pre-trial; obtains potential juror list and processes according to court procedures.

Prepares for trials and pre-trials; requests various case records; maintains record of court proceedings; receives and docket notices of appeal; types judgments, abstracts of judgment, supplemental motions, orders to show cause, garnishments and executions.

Performs new case docketing; monitor charges to assure proper assignment of criminal code; reviews legal guidelines via state data base.

Receives and processes requests for small claims proceedings; prepares affidavits and orders; explains procedures, sets hearings, collects fees and initiates docketing.

Compiles reports showing all court activity for the FBI, State Bureau of Criminal Identification, State Court Administrator, State Driver License Division, and Hurricane City to facilitate case load analysis.

Maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants divisions, bail bondsmen, prosecuting attorney offices, private councilors and public defenders, adult probation, city courts, and city offices.

Types various reports, memoranda, forms, abstracts and documents for the court.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent;

AND

B. Two (2) years of experience related to above or similar duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge** of telephone operations and receptionist functions; legal and court terminology; basic accounting and bookkeeping; of office methods and equipment, complex filing systems and computerized applications for records filing.

**Typing skill** at 60 words per minute; computer skills.

**Ability to** follow complex instructions; work under stressful working conditions created by strict time frames; learn legal and court document formats; learn criminal and civil law as it applies to court processes; manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public.

3. Special Qualifications:

Must be bondable.

Must be eligible to serve as a notary.

Must be eligible to receive security clearance for access to State computer (BCI, DLD, NCIC, MVRG, INLETS)

Must successfully complete annual court training provided through the office of the State Courts.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Stress inherent to the job due to demands for quality and accuracy.