

POSITION DESCRIPTION

City of Monett

Monjob5

JOB TITLE: Municipal Court Clerk

DEPARTMENT: Municipal Court

SALARY RANGE: Payroll – Level 5

IMMEDIATE SUPERVISOR: Municipal Judge

ESSENTIAL FUNCTIONS

- I. Court Related Activities 50% of Time
- A. Maintains the court case files assuring for accurate recall and confidentiality.
 - B. Provides appropriate information as requested assuring for accuracy and confidentiality.
 - C. Receives tickets from Police Department and assigns case numbers; processes and arranges case file for court and prosecutor's acceptance.
 - D. Maintains the database to produce docket sheets and other appropriate court documents assuring for accuracy and timeliness.
 - E. Reviews the yearly calendar with the judge for all possible court dates.
 - F. Provides appropriate assistance to defendants as needed.
 - G. Completes all required paper work for court assuring for accuracy and timeliness.
 - H. Reports criminal history activities to High Patrol as needed assuring for accuracy and timeliness.
 - I. Responds to requests by immediate supervisor in an accurate, professional, complete, and timely manner.
 - J. Receives all fine monies and maintains all files for subject ordered to pay by monthly payment.

- K. Maintains and records all cash bonds received by the Monett Police Department and distributes the funds to the appropriate agency or oversees bond until case is disposed through this court.
- L. Maintains and balances two court accounts (checking) and prepares monthly reconciliation reports for both.
- M. Distributes all monies collected and recorded as court costs to the appropriate agencies and prepares reports for same.
- N. Supervises all court sessions assuring for effectiveness and efficiency and prepares all case files for the Judge and Prosecutor.
- O. Subpoenas all witnesses for court trials and serves said subpoenas.
- P. Prepares and tracks warrants issued by the court for proper service.
- Q. Reports summons abstracts to the Department of Revenue and Missouri Highway Patrol.

II. Purchasing Activities 5% of Time

- A. Maintains a working knowledge of the components required for court procedures.
- B. Maintains an awareness of the ongoing supply inventory levels to determine re-orders assuring that they are sufficient to operate the department.
- C. Places orders for supplies or equipment needed and receives the orders assuring quality and competition of price and assuring that what was delivered is what was ordered.
- D. Submits final documents to appropriate authority for authorization assuring for accuracy and timeliness.

III. Correspondence Activities 15% of Time

- A. Generates correspondence for judge and prosecutor assuring for accuracy and timeliness.

- B. Prepares and distributes all requests from numerous attorneys and judges.
- C. Distributes documents appropriately assuring for accuracy and timeliness.

IV. Phone and Public Relation Activities 15% of Time

- A. Receives incoming calls, greets caller, determines caller's needs assuring for politeness, accuracy, and positive public relations.
- B. Takes messages and handles the matter assuring for politeness, accuracy, and positive public relations for the City.
- C. Completes any follow-up required assuring for professionalism, accuracy and timeliness.
- D. Greets individuals as they walk in or in face-to-face situations assuring for politeness, accuracy, and positive public relations.

V. Reporting and Miscellaneous Activities 15% of Time

- A. Actively collects and records payments of all fines assuring for accuracy and timeliness.
- B. Prepares monthly financial and statistical reports assuring for accuracy and timeliness.
- C. Keeps current on all legislative changes concerning court procedures.
- D. Collects past due fines.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.
- ◆ Above Average ability to diffuse hostile situations and subjects.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Proficiency with office equipment and computer.
- ◆ Ability to work courtesy with people in person and on the phone.
- ◆ Court Administrator Certification through the Office of State Courts Administrator.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Above-Normal analytical thinking.
- ◆ Above-Normal conceptual thinking.
- ◆ Ability to make decisions in the absence of supervisor on a daily basis.

COMMUNICATION

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Above-Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch