

CITY OF MEXICO JOB DESCRIPTION

Job Title: Municipal Court/Administrative Clerk

Department: Law

Pay Grade: I

Reports to: City Manager

Exempt: No

Date: 10/1/2018

JOB SUMMARY

Responsibilities include but are not limited to record keeping appertaining to City Court as required by the State Court Administrators' office, and perform clerical and basic accounting work.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

Works under the guidance and direction of the City Manager.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Municipal Court/Administrative Clerk might be asked to perform. Other duties may be assigned. This job description is to incorporate any municipal ordinances created for the position of Municipal Court Clerk.

General -- Essential Functions:

- Attends all City Court proceedings and acts as Clerk for the Court while Court is in session.
- Compliance to Municipal Court operating order and required operating standards preparing the docket for cases concerning ordinance violations including traffic, weeds, nuisances, animal control.
- Records and files all City Court proceedings.
- Maintains and authenticates original copies of all city court records and proceedings.
- Processes requests for discovery; prepares and maintains court records and files; and prepares correspondence for attorneys, defendants, and the public.
- Schedules new cases, and reports warrant notifications to Public Safety and Audrain County Joint Communications.
- Maintains historical documents and research data for departments.
- Maintains records of all City Court revenues, bank reconciliation, deposits, and payables.
- Proficiency with municipal court software application and utilization.
- Provides information, direction to citizen inquires and/ or complaints.

- Provides copies of court related reports as needed by other agencies and members of the public.
- Issues summons, DOR forms (FACT and Lieu of Bail) and warrants, for court non-appearances.
- Maintains City Warrant files, declined to prosecute cases, Municipal court case files, Municipal citations and MUCS.
- Posts and tracks court fine payments, restitution, monies owed the Court.
- Composes and issues late payment letters, court summonses for non-payment and notices for delinquent parking citations.
- Tracks issuance of parking citations.
- Prepares and submits monthly report requirements to various agencies.
- Implements the destruction of outdated non-permanent records.
- Answer telephones and screen visitors to determine nature of their inquiry.
- Prepares subpoenas for Municipal Court trials.
- Organize court calendar and Issue notices to those ordered to appear; distribute calendar to City Attorney and Municipal Court Judge.
- List fines and court costs as established by the Violations Bureau on the City's webpage and post at City Hall for public view.
- Mails Prosecuting Attorney's recommendations to defendants when filed with the Clerk.
- Reviews accuracy of all documents.
- Opens mail and processes it accordingly.

Marginal Functions:

- Provides proofreading assistance for other departments.

Material and equipment used:

- Personal computer, word processing, spreadsheet, database software, laser printer, calculator, telephone, copy machine, fax machine, binder equipment, mail equipment, typewriter.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Required Education and/or Experience:

- High school diploma or equivalent. Three years related experience and/or Associate's degree and one year experience; or an equivalent combination of education and experience.
- Two years of experience in customer service or cash handling.

- College courses of study in secretarial practices and procedures, Business and Office Technology, Business Management/Administration and/or computer technology.
- Successful completion of a drug screening test.
- Must have an excellent work history and attendance record.

Preferred Education and/or Experience:

- High school diploma or equivalent. Four years related experience and/or training; or a Bachelor's degree from a college or university; or an equivalent combination of education and experience.
- Three (3) years of experience involving legal, judicial, court, records management.

Certifications, Licenses, and Other Requirements:

- Certified Court Administrator through Missouri Association for Court Administration (or receive within 4 years of employment), required.

Skills and Abilities:

- Ability and willingness to learn new skills.
- Ability to accurately prepare/maintain a variety of reports and important records.
- Ability to comprehend and accurately follow both oral and written instructions.
- Ability to learn and operate Municipal court software packages.
- Ability to maintain confidentiality.
- Ability to multi-task.
- Ability to perform basic accounting functions, receiving and depositing money.
- Ability to prepare clear and concise reports.
- Ability to work independently and with a team, superiors, associates and the general public.
- Advanced knowledge of computer software to include Microsoft Office products.
- Advanced knowledge of legal requirements relating to keeping and preserving of records.
- Advanced knowledge of modern office practices and methods.
- Advanced working knowledge of generally accepted accounting principles and receiving and depositing large amounts of money.

Language Skills:

- Ability to communicate effectively in both written and verbal form and accurately record information.
- Ability to communicate effectively, tactfully, and persuasively with other City employees and the general public in difficult situations.
- Ability to speak, read and understand English.
- React competently in emergency situations.

Mathematical Skills:

- Ability to perform basic accounting functions.
- Ability to perform ordinary arithmetical, algebraic, and geometric procedures in standard practical applications is required.

Reasoning Skills:

- Ability to define problems and deal with a variety of situations.
- Ability to organize time and resources.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to work independently.
- Ability to work with the public in a professional and courteous manner.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- Regularly required to use hands to finger, grasp, or handle objects or equipment, talk, hear/listen, see/observe and perform repetitive motions.
- Lift and/or move up to 50 pounds, is frequently required to stand, walk, sit, and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch, and lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Operate complex office equipment requiring some mechanical aptitude.

Work Environment:

- While performing the essential functions of this job, the employee is frequently exposed to dust, sedentary/repetitive activities, time pressure, work distractions, dealing with possible unpleasant social situations and possible fluctuation of temperature.

SELECTION GUIDELINES:

Formal application: review of education and experience; appropriate testing and oral interviews; background check; drug screening final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date