

# CITY OF GLADSTONE POSITION DESCRIPTION

<b>Class Title:</b>	Court Clerk	<b>Range Number:</b>	17-A
<b>Department:</b>	Administration	<b>FLSA Status:</b>	Non-Exempt Represented
<b>Division:</b>	Municipal Court	<b>Date:</b>	April 2022

## GENERAL STATEMENT

Performs a variety of complex clerical and administrative support duties for Municipal Court Operations.

## SUPERVISION RECEIVED

Works under the supervision of the Court Administrator, may receive direction from the Municipal Judge on court days.

## SUPERVISION EXERCISED

Provides direction to Court Security.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers all court proceedings and docketing in accordance with state statutes, laws and ordinances.

Complies with established procedures and policies regarding records management.

Maintains the court docket; act as courtroom clerk and assists Municipal Judge with court sessions. Coordinates prisoner transports with police and jail.

Evaluates situations and issues, assesses fines and fees, update processes and procedures, and coordinates court matters with the Judge, Prosecutor, defendants, defense counsel, Police personnel and witnesses; directs the Court Security and manages the jury panel.

Performs criminal court administration - updates criminal case files, criminal histories and DMV records, prepares, certifies and recalls warrants; processes appeals; performs jury management, scheduling and calendaring.

Processes requests, motions, extensions, resets and changes of plea through close contact interaction with local trial defense attorneys, defendants or the contracted City Attorney.

Manages the court information system including maintenance and updates; utilizes computerized court system to track and document court decisions.

Processes court transactions - receives, records and deposits cash receipts and bonds; processes refunds as appropriate.

Prepares a report on overdue/uncollectable cases for processing by an outside collection agency. Monitors collections cases, and if necessary, sends to the Department of Revenue for collections. Runs reports on old cases to re-sanction driver's licenses for nonpayment.

Contracts with individuals for court required services; authorize payments to contractors and consultants.

Interacts with the public and handles confidential information with discretion. Answers a variety of questions about court transactions in person and on the phone.

Performs highly accurate filing and file maintenance of upcoming trial documents; locates files in support of court arraignment and trials; prepares court documents and files for upcoming trials.

Prepares end-of-month and periodic reports. Develops reports that accurately track court statistics.

Attends meetings, conferences, workshops, and training sessions. Reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Provides assistance to other staff as workload and staffing levels dictate.

Maintains work areas in a clean and orderly manner and performs other duties as assigned.

*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.*

## **QUALIFICATIONS**

### **Education and Experience:**

Graduation from high school or GED and (3) three years of increasingly responsible criminal court or paralegal work experience.

Bilingual in Spanish is desired.

### **Special Requirements:**

Certification as a Notary Public for the State of Oregon.

Law Enforcement Data System (LEDS) certified or must become LEDS certified within 60 days.

Must successfully pass a criminal history background check.

Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

**Knowledge, Skills & Abilities:**

- Working knowledge of municipal court operations and terminology.
- Working knowledge of motor vehicle laws and other City/State laws related to infractions and misdemeanors within the purview of the Municipal Court.
- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Working knowledge of governmental budgeting and accounting principles/practices including cash handling.
- Working knowledge of data compilation; computer and related software applications.
- Knowledge of citation processes and procedures.
- Skill in operating listed tools and equipment.
- Ability to serve as a role model for accomplishing City's vision and goals and to contribute to an environment focused on producing excellent quality results.
- Ability to provide excellent internal and external customer service.
- Ability to plan and organize daily work and perform effectively during times of changing priorities.
- Ability to promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Ability to deal professionally with frequent interruptions while still meeting deadlines.
- Ability to exercise sound, independent judgment and maintain confidentiality.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to deal tactfully with the public and upset individuals in a professional manner
- Ability to establish and maintain positive and cooperative working relationships with City staff, other organizations and the general public.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to prepare and present accurate and reliable reports/correspondence and to perform arithmetic computations accurately and quickly.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and data base software; central court platform; 10-key calculator by touch, standard office equipment and communication devices.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, climb stairs, crouch, bend and kneel; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Weekly lifting, moving and carrying of objects over up to 20 lbs.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Regular focus on a computer screen for prolonged periods and daily use of a keyboard. Occasionally dealing with distraught or difficult individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in a standard indoor office and courtroom setting. The noise level in the work environment is usually quiet. Employee will be required to deal tactfully with the public and deal with upset individuals in a professional manner.

*This position 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.*

Classification History: Revised November 2014, November 2017, April 2022.