

CITY OF COLUMBIA FALLS

POSITION DESCRIPTION

APRIL 2000

POSITION: Court Clerk/Civil and Jury

DEPARTMENT: City Court

ACCOUNTABLE TO: City Judge

SUMMARY OF WORK: Non-exempt position which under general supervision maintains and manages both criminal and civil Court records; facilitates smooth and timely operation of the court room. Work varies considerably following specific and statutory guidelines.

NATURE OF WORK: This position performs administrative, bookkeeping, and complex clerical duties requiring attention to accuracy, detail, and timeliness. Must be able to work effectively with frequent interruptions and maintain a high level of judgment. Must possess the ability to work under stressful situations with hostile and or aggressive people on a daily basis. Must be discrete in working with the public and able to maintain a non-judgmental attitude.

PERSONAL CONTACTS: Extensive contact with the public both by phone and in person, often requiring tact and diplomacy. Frequent contact with judges, attorneys, insurance agents, law enforcement agencies, counselors, and State of Montana personnel.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS: Position requires ability to understand and explain laws and procedures; communicate orally, in person, and on the telephone. Must have ability to operate a computer and do accurate data entry; operate other office machines. Must be multi-task oriented. Physical Requirements: ability to speak and hear clearly, manual dexterity, lift up to 35 lbs. (greater with assistance); bend, stoop, up and down and in and out of work area frequently. May be exposed to communicable diseases.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- ◆ Maintains and balances daily cash receipt journal.
- ◆ Maintains disbursement journal.
- ◆ Receipts and keeps record of monies collected on fines, bonds, restitution and attorney's fees.
- ◆ Sets up payment contracts and receipts and keeps record of monies received on contract payments.
- ◆ Process notices allowed by law to be issued.
- ◆ Processes daily data entry of citations into computer.

- ◆ Processes all dispositions to arresting agency and State Department.
- ◆ Prepares documents, orders and correspondence for the Court as required by law and the Judge.
- ◆ Responsible for keeping record of and processing all deferred and dismissed citations.
- ◆ Acts as Notary Public.
- ◆ Receives citations from dispatch and any accompanying bond; receipts, docketts and files citations/ complaints; informs defendants of any bond and if appearance is required before Judge.
- ◆ Responsible for making arrangements for prisoners' transport from other agencies.
- ◆ Responsible for monthly trial calendars, setting of all trial and hearing dates (both jury, non-jury and hearings) keeping Court calendar accurately; notifying all attorneys and defendants of upcoming Court dates.
- ◆ Performs computer data entry for the court.
- ◆ Notifies police officers, attorneys, witnesses, jurors, defendants, plaintiffs and all other concerned parties of Court dates.
- ◆ Issues and maintains a record of qualified jurors.
- ◆ In charge of all jury selection and acts as bailiff for jury trials.
- ◆ In charge of all Orders of Protection/Restraining Orders, interviewing the petitioners before Judge sees them.
- ◆ Must have interviewing skills for interpersonal communication.
- ◆ Responsible for all civil processing including delinquent water bills, landlord/tenant issues, and civil complaints.
- ◆ Responsible for ordering of all supplies, preparing purchase orders.
- ◆ Greets public and assists them in procedures of the Court and appearing before Judge if needed.
- ◆ Screens phone and office calls, providing information and answering inquiries, does filing and typing of all Court related documents.
- ◆ Performs other duties as needed.

Peripheral Duties:

- ◆ Cross trained to process monthly and yearly finance records, order to show causes and warrants and other duties in assisting lead clerk.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of Court systems, legal terminology, applicable laws in Montana Codes Annotated, civil law, familiarity with other local courts and resources for referrals. Also requires knowledge of complex computer applications; judicial computer programs and judicial accounting procedures. This position also requires knowledge of financial record keeping, bookkeeping, office procedures, and equipment, such as computers and other office equipment.

Skills: This position requires skills in data input, word processing, bookkeeping, and accounting. This position requires extensive computer knowledge and the ability to learn complex programs

quickly.

Abilities: This position requires the ability to deal with stressful situations, pay close attention to detail; follow verbal and written instructions; communicate effectively orally and in writing; organize time and effectively manage caseload; act with initiative and good judgment; maintain confidentiality; and maintain effective working conditions with superiors, and co-workers. This position is cross-trained to assume duties of the Administrative Assistant/Lead Clerk while she is at schools or on vacation, and aid in her duties on heavy workload days.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma supplemented by training in clerical work.
- Two (2) or more years of college, business in secretarial science preferred.
- Two (2) or more years office experience including bookkeeping, record keeping, and use of computers, etc. in the judiciary or legal field with on-going education.
- Notary Public preferred.
- Must be bondable.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- ◆ Responsible for monthly trial calendars, setting of all trial and hearing dates.
- ◆ Maintains and balances daily cash receipt journal.
- ◆ Issues and maintains a record of qualified jurors.
- ◆ Sets up payment contracts and receipts and keeps record of monies received on contract payments.
- ◆ Processes daily data entry of citations into computer.
- ◆ Receipts and keeps record of monies collected on fines, bonds, restitution and attorney's fees.