

MUNICIPAL COURT CLERK JOB DESCRIPTION

Purpose of Position

To provide administrative support functions for the municipal court for the City of Grenada under the direct supervision of the Municipal Court Administrator.

The duties listed below 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 class.

Essential Duties and Responsibilities

Assist with maintaining court files

- Make court files for first time offenders
- Update and maintain all current offenders' court files
- Maintain records on inmates including sentencing hearings, probation violations, release information, etc.
- Pull all necessary documents when court dates approach
- Prepares docket or calendar of cases to be called
- Maintain all court minutes

Assist with administrative support to the Municipal Court of Grenada

- Post fine payments
- Close out fine payments for the month and send all information to Jackson
- Keep track of all individuals requesting information or files on an offenders/inmates (e.g. lawyers, prosecutor, etc.)
- Maintain and keep track of all court documents
- Keep and provide general supplies for the court
- Provide any needed documentations for judges, prosecutor
- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders and posts, files or routes documents.
- Explains procedures or forms to parties in case

Provide other administrative duties

- Document general information on individuals
- File papers, tickets, warrants, etc.
- Perform other duties as directed

Knowledge, Skills and Abilities

Knowledge

- Laws governing municipal government
- Responsibilities of a Municipal Court Clerk as set by state law
- Knowledge of local and government accounting principles
- Court administration processes and procedures
- Knowledge of state laws concerning municipality
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

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Skills and Abilities

- Data entry skills
- Time management skills
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machines
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Work as a team member with other employees
- Communicate effectively with residents, elected officials, other city employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations

OTHER MATTERS:

The Municipal Court Clerk is a full-time, permanent position in the Court Department. The immediate supervisor for this position is the Municipal Court Administrator. The person in this position has no supervisory responsibilities. The Municipal Court Clerk works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is no night work. The person in this position is never on call. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

The duties listed hereinabove are intended only as illustration of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement or contract between the employer and employee, and is subject to change by the employer, at its sole discretion, as the needs of the employer and requirements of the job change.

Municipal Court Clerk is an employee at-will, and the City Manager may terminate the relationship at any time for any reason, with or without cause or notice.