



Effective: 05 Nov 2020
City of Sweet Home
Court Clerk 1 Job Description
FLSA Non- Exempt

AFSCME: Sec 22 18 JANUARY 2021
City Manager: Roy Tang 05 Nov 2020

COURT CLERK 1

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

The person filling this position will be expected to perform a variety of clerical duties within Municipal Court with a primary focus on accounting tasks; operating standard office machines and computers; responding to departmental and public inquiries; and handling telephone and counter traffic in an efficient manner. Responsible for traffic and city code violations, jury selection and the check-in process for court and trials. This position also provides assistance within the office environment as needed.

B. SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of the Court Supervisor or his/her designee; who reviews work on the basis of results obtained. The Court Clerk 1 has no supervisory responsibilities.

C. EXAMPLES OF DUTIES:

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Accepts payments, bail and security from defendants and other agencies, prepares proper receipt(s), data entry, correspondence, and filing
2. Responsible to answer phone and maintain answering machine.
3. Prepares and processes traffic citations, suspensions, and reinstatements, and is responsible for Violations Bureau.
4. Responsible for check in process during court proceedings.
5. Prepares, processes, and maintains delinquent accounts and sends to collection agencies, Department of Revenue, and maintain bankruptcy accounts.
6. Responsible for sending accounts payable vouchers to City Hall.
7. Maintains working relationship with collections agencies, DMV, and DOR.
8. Responsible for jury selection process.

9. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
10. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
11. Assists other staff in the performance of their duties as assigned.
12. Maintains regular job attendance and adherence to working hours.
13. Performs other duties as assigned by supervisor.

D. WORK ENVIRONMENT/PHYSICAL DEMANDS:

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and, the ability to adjust focus.
4. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
5. The noise level in the work environment is usually quiet to moderate in the office and in the field.

E. ADDITIONAL POSITION REQUIREMENTS:

Ability To

1. Communicate effectively orally and in writing.
2. Effectively present information in one-on-one and small group situations to defendants, attorneys, judges, and other employees of the organization.
3. Interact with agitated community members in a productive, objective, and equitable manner.
4. Learn and apply city ordinances, state statutes, and state administrative rules.
5. Read and/or write a variety of documents, including citations, subpoenas, reports from collection, credit card, and Dept. of Revenue, correspondence, and other materials.
6. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
7. Communicate effectively and professionally with diverse audiences, including the public and City staff at all levels.
8. Form efficient and effective working relationships with other employees and the public.
9. Work in a busy environment with multiple activities and people.
10. Be at work on time. Be available for work. Give a full day's work.
11. Respond in a positive manner to directions.

12. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
13. Get along with others.
14. Learn, know and follows the rules, policies, practices and procedures of the department.
15. Be physically and mentally fit for work.

Required Knowledge and Skills

In the performance of job duties, the employee will use a personal computer and various software programs including MS Word and Excel; calculator; phone; copy and fax machines; and other related tools and equipment.

License and Certificate

Oregon Driver's License with good driving record required for use of City vehicle. Maintain and possess within six months of hire a Criminal Justice Information Services (CJIS) security clearance and a LEADS Inquiry Level Certification.

Experience and Education

High school diploma or general education degree (GED) or higher; Associates Degree, or in a closely related field preferred; one (1) year of related work experience; or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities.

