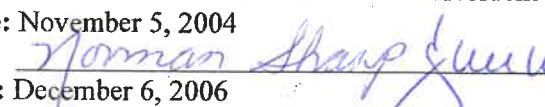


City of Sweet Home Job Description

Job Title: Court Clerk 2
Department: Municipal Court
Reports To: Finance Director
FLSA Status: Nonexempt
Union Position: Yes
Prepared By: Finance Director
Prepared Date: September 21, 2004
Approved By: Finance Director and Union Local President
Approved Date: November 5, 2004
Reviewed By: 
Reviewed Date: December 6, 2006

SUMMARY

The person filling this position will be expected to perform, at a fully skilled level, a variety of responsible clerical duties for Municipal Court with a primary focus on representing the Municipal Court Judge in transactions between the court, attorneys, jurors and the public.

This position is responsible for tasks such as: receiving, accounting for and/or safeguarding cash, checks and other valuables as required; operating standard office machines and computers; responding to departmental and public inquiries; and handling telephone and counter traffic in an efficient manner. This position also provides assistance within the office environment as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

It is expected that someone filling the Court Clerk 2 position is capable of, and may be expected to fulfill all the duties and responsibilities within the Court Clerk 1 position.

Additional essential duties and responsibilities may include, but are not exclusively limited to the following. Other duties may be assigned.

- Be at work on time.
- Be available for work.
- Give a full day's work.
- Respond in a positive manner to directions.
- Learn present job as well as new jobs.
- Adjust to change.
- Get along with others.
- Know and follow the rules, policies, practices and procedures of the department.
- Be physically and mentally fit for work.
- Be aware of safety and performing processes in a safe manner.

Prepares all court documents and reports, including: complaints, warrants, court process, notices, statistical, financial and accounting reports.

Sets court dockets and schedules, attends court sessions, assists Judge and records case dispositions.

Processes all court transactions, including appearances, setting/posting of bail or security, jury summons, trials, judgment enforcement, prepare subpoenas, appeals, etc.

Processes traffic citations. Functions as Violation Bureau Clerk, compiles and records violations, crimes and suspension on driving records and criminal history reports. Will act as Hearings Officer and Release Assistance Deputy when Judge is unavailable.

Monitors compliance with court orders.

Maintains working relationship with local, county, state and national law enforcement agencies.

Does filing of various correspondence and other material.

Answers inquiries on the telephone and meets public at the counter area.

Able to perform other tasks as needed and assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of legal principles and procedures.

Have knowledge of standard office practices, methods and applications.

Ability to work independently on difficult or complex tasks.

Skilled in operation of computers, calculators, and other standard office machines.

Passing a pre-employment drug test is required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), plus minimum one year college level education or equivalent combination of education and experience.

Prior experience in a court/legal environment is desirable.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to make difficult mathematical computations rapidly and accurately. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percents and to draw and interpret bar graphs.

REASONING ABILITY

Ability to exercise good judgment, courtesy and tact with the public. Ability to apply common sense

understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to establish and maintain effective working relationships with other employees and the public.