

# Court Clerk II

## Administration Department

*Rev. Date: February 13, 2024*

*FLSA Status: Non-Exempt*

*KPERS Status: KPERS Covered Position*

*Supervisor: Court Administrator*

*Direct Reports: None*



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### ESSENTIAL FUNCTIONS:

#### 50% Clerical Support

- Type correspondence, reports, and other documents.
- File and maintain department correspondence, and records in an orderly manner.
- Process revocations of probation and diversion when clients do not satisfy program requirements.
- Maintain case files including probation and diversion records, and enter data about defendants into court management software.
- Process court paperwork and forms for all municipal court cases.
- Schedule court appearances and send notifications to all parties involved.
- Attend court sessions and record case dispositions.
- Review cases with appropriate court personnel to ensure proper documentation of cases to be placed on court docket.
- Track scheduled court appearances, continuances, failures to appear, filed motions and other court proceedings.
- Request driver's license certifications from the state.
- Prepare and forward electronic dispositions and abstracts to Driver Solutions.
- Perform record checks as requested.

#### 30% Communication for Municipal Court

- Answer incoming calls and public inquiries regarding court functions.
- Guide the general public through the requirements and processes of the court system.
- Provide information to citizens, police officers, judges, and attorneys on the procedural status of pending cases.
- Correspond with defendants, witnesses, and victims regarding pending cases.

#### 10% Administration of Municipal Court

- Assist Court Clerk I as needed.
- Direct activities of the Court Clerk I in the absence of the Court Administrator.
- Make recommendations to the Court Administrator for process improvements and identify issues that need resolved.

#### 10% Accounting Functions

- Collect court fees and fines, enter payments into computer system, and submit daily receipts to Court Administrator.
- Monitor and maintain reports on all delinquent accounts.
- Monitor payments received and send out reminder letters for unpaid amounts.

(Continually looks for new and improved ways of completing the above functions. Other tasks as assigned will be performed to address business needs.)

## **POSITION REQUIREMENTS**

**Latitude:** Most duties are assigned and then employee arranges tasks in order to complete duties. Problem-solving is often independent within guidelines of policies and procedures. Involves supervisor prior to making difficult decisions.

**Interaction:** Continual interaction with employees throughout the organization, attorneys, and the general public.

### **Qualifications:**

- High School Diploma or equivalent, required.
- Associate Degree in related field, preferred.
- Three years of court, legal, or related experience, required.
- Valid identification card or Kansas driver's license, required.

### **Knowledge, Skills, and Abilities:**

- General knowledge of court procedures.
- Knowledge of business correspondence, filing, typing, organizational skills, and clerical procedures.
- Ability to operate a 10-key calculator and office-related equipment, including ability to access and retrieve information from various computer software programs.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to comply with privacy protection laws and must be able to recognize when information is confidential and protect the privacy rights of those utilizing court services.
- Ability to type 35 words per minute.

**Physical Requirements/Environmental Requirements:** Office environment. Occasional carrying, lifting, moving, or pushing of 30 pounds. Occasional bending, squatting, and twisting. Frequent use of manual dexterity and visualization of a computer screen throughout the day. Weekly evening court proceedings. Occasional overtime required.

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EMPLOYEE SIGNATURE

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DATE