

POSITION DESCRIPTION

Position Title: **Probation Clerk**
Department: City Manager
Division: Municipal Court/Probation Services
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: **June 1, 2026**

GENERAL PURPOSE

To provide clerical support for Municipal Court and Probation Services.

SUPERVISION RECEIVED

Works under the direct supervision of the Court Clerk Supervisor with daily task guidance from the Probation Officer. Broad oversight from the Assistant City Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Performs extensive typing/word processing with specific and detailed instructions given when new assignments are made.
- Performs clerical work requiring a high level of attention to detail to include, but not limited to, the use of FullCourt software, filing, e-filing, completion of form letters and verifying accuracy of legal documents in accordance with established procedures.
- Responsible for extensive contact with clients, Department personnel, other City personnel, Federal, State and local law enforcement authorities and agencies, and the general public. Requires the ability to deal tactfully, courteously and effectively with clients, public agencies, other employees and the general public.
- Schedules various appointments to include UA testing, ADSAPs, PSIs, diversion screenings and follow ups for clients using Outlook calendar and other systems.
- Tracks probation clients on check-in status for completion of requirements and successful completion.
- Tracks client completion of auxiliary programs and manages scheduling of the same.
- Provides word processing and typing support for department: letters, memorandums, forms, mailing lists, weekly reports, purchase orders, and other materials from rough draft or detailed instructions.
- Covers the office during lunch hour or other absences.
- Answers telephone, provides probation specific information, takes messages and routes calls as necessary.
- Retrieves, maintains and updates paper and electronic files for probation officers.
- Sorts incoming mail and prepares material for mailing.
- Sorts and files correspondence and other material, numerically, alphabetically, or by some other predetermined classification.
- Creates suspense file system to alert staff for interviews, court appearances and scheduled appointments.

- Learns the general role of the Probation Services Department in order to respond to requests.
- Receives and tracks all fees; manages collection of client balances in accordance with City financial policies and procedures.
- Performs daily, weekly and monthly accounting, deposits and reports for submission to the Finance Department.
- Provides back-up support to Municipal Court.
- Maintains the confidentiality of all client information.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- May perform limited travel to the bank, post office, and other City offices as needed.

MINIMUM QUALIFICATIONS

- (A) Must have a high school diploma or equivalent.
- (B) Must be able to type **35 wpm**.
- (C) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (D) Must have one year of experience in an office setting requiring constant public contact or six months of previous experience in a law enforcement, corrections, legal or government office.
- (E) At least one year experience with computers and software applications, to include Microsoft Office programs such as Word, Excel, and Outlook;
- (F) Ability to deal effectively with public complaints that may be confrontational.
- (G) Ability to handle stressful situations and constant interruptions.
- (H) Ability to meet attendance requirements of the position.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Business English, spelling and business math.
- Personal computers and associated word processing, spreadsheets and database software applications.
- Office practices and procedures.
- The principles and practices of probation services and department policies and procedures, or ability to learn and recognize terms within a few weeks.

Ability to:

- Maintain confidentiality
- Operate basic office equipment.
- Understand and follow prescribed operating procedures.
- Establish and maintain effective working relationships with Department personnel, Court personnel, City personnel, Federal, State and local law enforcement authorities and agencies, and the general public.
- Use all office equipment as well as current word processing and data processing programs.
- Work independently and multitask.

DESIRABLE QUALIFICATIONS

- (A) Post secondary, Vo-tech, secretarial schools or associates degree in criminal justice, business or closely related field.
- (B) More than one year experience in a law enforcement or corrections office.

TOOLS AND EQUIPMENT

Personal computer, including word processing, spreadsheet and client tracking software; printer; copy machine; fax machine; scanner; multi-line telephone system; first aid equipment.

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 sit, talk and hear; use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk or stand.

The employee must occasionally lift and/or move up to 30 pounds for filing. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually moderately quiet. Work may be disrupted frequently, by persons and telephone calls.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above 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 position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date