

Job Title: Municipal Court Assistant

Department: Municipal Court

Reports To: Municipal Judge

Job Summary:

Under the general direction of the Municipal Court Judge and Municipal Court Clerk, assists in maintaining a system that provides complete clerical and administrative support for the daily activities of the Municipal Court.

Job Duties and Responsibilities:

- A. Logs and records all traffic tickets.
- B. Prepares and mails correspondence for the Court.
- C. Requests information from other agencies.
- D. Prepares and files a variety of routine court documents, including dockets, summonses, warrants, subpoenas, complaints, notices, and transcripts.
- E. Proofs all documents and actions for errors.
- F. Receives inquiries from the public by letter, telephone, or in person, and furnishes the proper information or directs the inquiry to the proper source.
- G. Prepares and tabulates docket sheets.
- H. Indexes and assigns numbers to cases.
- I. Schedules and sets cases for court.
- J. Processes diversion applicants.
- K. Schedules clients for evaluation.
- L. Accepts fines and deposits, and disburses cash, restitution, and bonds through the Court.
- M. Meets with and monitors probationers.
- N. Schedules clients for alcohol patient treatment.

- O. Maintains records of current and delinquent accounts.
- P. Receives and files documents and pleadings in actions.
- Q. Records and maintains records of proceedings.
- R. Prepares and submits periodic reports such as the quarterly caseload summary.
- S. Enters orders, judgments, and decrees of the Court in the journal.
- T. Checks in people appearing in Court.
- U. Will cross train in all aspects of Municipal Court.
- V. Fills in for the Municipal Court Clerk in his/her absence.
- W. Performs other duties as assigned or required.

Qualifications:

- A. Knowledge of modern office methods and equipment.
- B. Thorough working knowledge of computers and software applications, including word processing, spreadsheets, etc.
- C. Good working knowledge of bookkeeping and record keeping procedures.
- D. Ability to learn specific procedures, practices, and relative laws and ordinances.
- E. Good working knowledge of English, spelling, grammar, and math.
- F. Ability to communicate effectively with the public and staff in verbal and written formats.
- G. Ability to maintain confidentiality.
- H. Ability to exercise independent judgment.
- I. Must exercise considerable tact and diplomacy when dealing with the public and other City employees.
- J. Must be able to communicate effectively when using the phone, and demonstrate proper telephone etiquette.

K. Ability to perform under constant interruptions.

L. Must be able to become NCIC certified.

M. Must possess a valid Kansas driver's license and become a notary public.

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Education/Experience:

Requires a high school diploma or GED. Experience with business, typing, word processing, and bookkeeping. Proficiency in the use of the computer is essential in this position.

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Working Conditions:

Work is inside and involves prolonged sitting. Subject to eyestrain. Work is light and may involve lifting, pulling, pushing, carrying, handling, seeing, hearing, and talking.