

POSITION DESCRIPTION

Position Title: Municipal Court Clerk
Department: City Manager
Division: Municipal Court
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: October 19, 2022

GENERAL PURPOSE

Performs specialized clerical work preparing cases for court, liaison during court proceedings, and maintenance of all related records, reports, and funds in conjunction with the operation of the Municipal Court Division. Work involves performance of tasks necessary to the operation of Municipal Court before, during, and after trial proceedings. Work follows an established routine but the individual is called upon to exercise independent judgment regarding priority of tasks to be completed.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Senior Municipal Court Clerk.

SUPERVISION EXERCISED

None generally. May assume the duties and responsibilities of the Senior Municipal Court Clerk during his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Assists in administering criminal proceedings and docketing.
- Prepares correspondence and maintains records.
- Processes deferrals, jail sentences, probations, pre-sentence matters, failures.
- Assists in the coordination of court matters with defendants, defense counsel, City prosecutor, police department, jail, alcohol agencies and other levels of the criminal justice administration system.
- Processes receipts, deposits and accounts for monies and fines, forfeitures and other court receipts.
- Prepares and submits reports for state and local agencies.
- Prepares court dockets and files; checks with jails for special hearings.
- Receives, logs and indexes incoming filings, citations and complaints.
- Responds to counter, telephone and written inquiries with professional customer service.
- Processes receipts for bail, fines and penalties.
- Utilizes various aspects of FullCourt software in recording client files, adding updates, creating reports and creating communications.
- Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint.
- Performs primary filing of all papers, dockets, case files, and case related correspondence.

- Processes Failure to Pay, Failure to Comply, and Failure to Appear notices.
- Constructs new case files, filing and retrieving documents as necessary.
- Prepares and maintains appropriate calendars and sets up court hearings.
- Prepares files for court use; processes timely notices to defendants on arraignments, trials and hearings.
- Initiates requests for driving and criminal records.
- Responds to requests from Municipal Judge, City Prosecutor, Police Department and others for assistance and information; processes discovery activity required from the office.
- May perform other duties as assigned.

PERIPHERAL DUTIES

May serve on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

- (a) Graduation from high school or GED equivalent with course work in general office practices; and
- (b) Two years prior work experience in clerical , secretarial, paralegal or administrative work; or
- (c) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (a) Considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; some knowledge of basic bookkeeping practices;
- (b) Skill in the operation of the listed tools, equipment and software.
- (c) Ability to effectively communicate on a one-to-one basis with the public; Ability to maintain effective working relations with employees, other departments, officials and the public; Ability to maintain accurate records; Ability to type and enter data accurately.

SPECIAL REQUIREMENTS

- Must be a US citizen.
- 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.
- Ability to meet attendance requirements of position.

TOOLS AND EQUIPMENT

Personal computer system, including word processing and specialized court software; 10-key calculator; typewriter; phone; copy/fax machine; and recording system.

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

The employee must occasionally lift or move up to 25 pounds. 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 the 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 moderate, and work is disrupted frequently by telephone calls. The work area is open to the public and privacy is non-existent.

SELECTION GUIDELINES

Formal application, review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job related testing, 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.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date