

POSITION DESCRIPTION

Position Title: Municipal Court & Prosecutor Assistant

Department: City Manager

Division: Municipal Court

Retirement: KPERs

FLSA: Non-Exempt

Effective Date: September 30, 2026

GENERAL PURPOSE

Performs specialized administrative, clerical, and case-support work for the Municipal Court and City Prosecutor. The position prepares and maintains court and prosecution case records; supports case processing before, during, and after court proceedings; assists the prosecutor with case preparation, discovery, correspondence, scheduling, and communication; and coordinates administrative information and workflow with the probation clerk regarding probation-related orders, conditions, compliance, and court follow-up. Work follows established laws, policies, procedures, and deadlines and requires sound independent judgment in prioritizing assignments and handling confidential information.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Deputy City Manager, with functional direction provided by the Municipal Court Supervisor, and City Prosecutor for prosecution-support assignments.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assists in administering municipal criminal proceedings, including case initiation, docketing, scheduling, and post-hearing processing.
- Receives, logs, indexes, files, and maintains citations, complaints, motions, correspondence, orders, and other court and prosecution records.
- Prepares court dockets, case files, calendars, hearing notices, and related materials for arraignments, trials, reviews, and special hearings.
- Processes deferrals, jail sentences, probation matters, pre-sentence matters, failures to pay, failures to comply, and failures to appear in accordance with established procedures.
- Coordinates court matters with defendants, defense counsel, the Municipal Judge, City Prosecutor, Police Department, jail personnel, probation staff, treatment or alcohol agencies, and other criminal justice partners.
- Responds to counter, telephone, electronic, and written inquiries and provides professional customer service while maintaining appropriate confidentiality and neutrality.

- Processes receipts, bail, fines, penalties, forfeitures, deposits, and other court monies; maintains accurate financial records and prepares required reports.
- Uses court case-management software, including FullCourt or successor systems, to create and update case records, enter dispositions, generate reports, and prepare communications.
- Initiates and processes paperwork needed by defendants to respond to citations, complaints, court orders, or approved court programs.
- Requests, reviews, and maintains driving records, criminal histories, jail information, and other authorized records needed for court or prosecution functions, including diversion screening and pre-sentence case preparation.
- Prepares and submits required reports to state and local agencies and maintains records in accordance with retention requirements.
- Provides backup support for filing, document retrieval, case-file construction, and records management.
- Assists with preparation and routing of routine prosecution documents, notices, subpoenas, proposed orders, diversion or plea-related paperwork, and other approved forms under the prosecutor's direction.
- Maintains prosecutor calendars, court-date information, case-status lists, and follow-up reminders; identifies files requiring prosecutor review before scheduled proceedings.
- Coordinates witness and law-enforcement scheduling and communicates logistical information for hearings and trials as directed by the prosecutor.
- Serves as an administrative liaison among the Municipal Court and City Prosecutor for probation-related case workflow.
- Reconciles court records with probation status information as needed to help maintain accurate case histories and prevent missed follow-up.
- Supports consistent administrative procedures among court staff, the prosecutor, and probation personnel and assists with cross-training or written workflow procedures when assigned.
- Maintains role boundaries by coordinating administrative information and documentation while leaving supervision decisions, legal determinations, and judicial decisions to the authorized officials.
- Assists the City Prosecutor with diversion case processing by reviewing and compiling criminal history and other relevant case information for prosecutor review; prepares diversion agreements and related correspondence and documentation using approved forms and established criteria; and tracks diversion status, requirements, and deadlines.
- Assists with pre-sentence investigation and reporting by gathering, verifying, organizing, and documenting criminal history, driving record, case history, and other authorized information; prepares pre-sentence investigation reports or related materials in accordance with established procedures for review and use by the appropriate court or prosecution official.
- May perform other duties as assigned.

PERIPHERAL DUTIES

May serve on employee or other committees, assist with special projects, and perform related duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent, supplemented by coursework or training in general office practices, legal studies, criminal justice, business administration, or a related field; and
- Two years of progressively responsible clerical, secretarial, legal assistant, paralegal, court, prosecution, probation, or administrative experience; or
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of general office procedures and records management; working knowledge of legal terminology, court procedures, and criminal justice processes; and basic knowledge of bookkeeping practices.
- Ability to learn and accurately apply municipal court procedures, prosecution workflows, probation-related administrative processes, confidentiality requirements, and records-retention practices.
- Skill in operating personal computers, word-processing and spreadsheet applications, court case-management software, electronic records systems, standard office equipment, and related technology.
- Ability to organize a high volume of detailed information, manage competing deadlines, maintain accurate records, and follow cases through multiple stages of court, prosecution, and probation activity.
- Ability to communicate effectively and professionally with the public, defendants, attorneys, witnesses, law-enforcement personnel, court officials, probation personnel, treatment providers, and other agencies.
- Ability to maintain effective working relationships, exercise discretion, protect confidential or sensitive information, and remain impartial when performing court-related functions.
- Ability to type and enter data accurately, prepare clear written communications, and perform basic financial and numerical work.

SPECIAL REQUIREMENTS

- Must be a U.S. citizen.
- Must possess a valid driver's license at time of application and maintain required insurability standards if driving is an assigned function.
- Ability to meet the attendance requirements of the position.
- Must satisfy applicable background, confidentiality, and records-access requirements.

TOOLS AND EQUIPMENT

Personal computer system; word-processing, spreadsheet, email, and specialized court/case-management software; 10-key calculator; telephone; copier/scanner/fax equipment; recording system; and other standard office technology.

PHYSICAL DEMANDS

The physical demands are representative of those required to perform the essential functions of this position. The employee regularly sits, talks, hears, uses hands to operate office equipment, and performs computer and records work. The employee may occasionally walk, reach, and lift or move materials weighing up to 25 pounds. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

Work is primarily performed in an office and courtroom environment with frequent interruptions, telephone and public contact, and regular interaction with confidential or sensitive information. The noise level is generally moderate. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

SELECTION GUIDELINES

Formal application; review of qualifications, education, and experience; interview; and job-related testing as appropriate. Final selection may include background investigation, reference checks, and other post-offer requirements permitted by law and City policy.

The duties listed are intended as illustrations of the types of work performed. The omission of a specific duty does not exclude it when the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement and may be changed as organizational needs and job requirements change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date