

City of Clarkston

POSITION DESCRIPTION

POSITION TITLE:	Chief Court Clerk	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Law Enforcement	JOB LEVEL:	21
GENERAL POSITION SUMMARY:	This is a supervisory position responsible for overseeing the daily operations of the Municipal Court.	<u>POSITION RELATIONSHIPS</u> SUPERVISES:	Supervises: Court Clerks Records Clerks
COST CENTER #:	Municipal Court	SUPERVISED BY:	City Manager

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City of Clarkston.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate company operating procedures, benefit rules, employment, and safety policies/practices.

JOB SCOPE:

Responsible for the supervision and for overseeing the daily operations of the Municipal Court. Work involves coordinating all court functions, assisting the judge and solicitor with court proceedings, processing court cases as directed by the judge, and maintaining municipal court records in accordance with prevailing laws, municipal policies and procedures.

MAJOR DUTIES:

- Supervises, directs and assists with the work of department personnel; plans, organizes, and assigns work;
- Schedules, assigns, monitors and evaluates the work of employees; instructs and trains in correct methods and procedures; reviews and evaluates employee performance;
- Responsible for fulfillment of all official Open Records requests pursuant to the Georgia Open Records Law (O.C.G.A § 50-18-70 et seq.) (the “Law”) related to municipal court records, citations and court cases.
- Provides clerical support by answering and directing phone calls; assists at the front counter, distributes paperwork and information, processes and prepares legal documents and court forms; documents court orders and files paperwork; maintains jail board;
- Collects citations from officers; electronically upload citations into the court system through Brazo.

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- Electronically uploads and submits citations to the Department of Driver Services.
- Upload and submit Failure to Appear citations monthly to Department of Driver Services.
- Runs criminal and driver history reports for each individual that receives a citation.
- Accepts fees and fines, completes receipts and posts payments for traffic fines, restitution payments and other payments authorized by court order; balances cash drawer.
- Oversees the acquisition of materials, supplies, services and equipment for the department.
- Provides assistance and information to attorneys, agencies, judge, solicitor, probation officer, sworn personnel, City staff and the general public on court procedures and the status of cases.
- Ensures compliance with federal and state laws and regulations.
- Prepares and processes records, forms, and other legal papers for court; ensures all materials are complete, accurate, and in compliance with State law and court policies and procedures.
- Responds to inquiries, questions, and complaints from the public and Court related personnel over the telephone and in person regarding Court procedures, policies, personnel, or specific cases.
- Prepares, maintains, and distributes various reports, records, and other documents pertinent to the efficient operation of the Court and those required by the State.
- Ensures compliance with State requirements and court policies and procedures.
- Receives, counts, and deposits money for fines and fees.
- Records and files various legal reports, records and files other documents pertinent to the Court.
- Ensures records are in compliance with Court policies and procedures and State requirements.
- Assists with obtaining information from GCIC network.
- Performs other related duties as assigned.
- Prepares weekly financial reports and submits the reports to the Finance Director.
- Prepares monthly report for submission to The Clerk Authority.
- Train and certified in CCH (Computerized Criminal History) by GBI to update individual's criminal history.
- Prepares court calendars monthly to officers, judge, solicitor, probation officer, public defender, and issue dates to officers for writing citations.
- Schedule interpreters for court when needed.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge Required by the Position:
- Knowledge of the functions, policies, and procedures of Municipal Court and court operations;
- Knowledge of general office procedures and modern office equipment;
- Knowledge of Georgia Crime Information Center (GCIC) procedures;
- Knowledge of City and departmental policies and procedures;
- Knowledge of basic accounting principles;
- Knowledge of applicable state and federal laws;

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- Knowledge of legal terminology;
- Skill in performing basic mathematical calculations;
- Skill in operating a computer and entering data into a database;
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed;
- Ability to communicate and deal effectively with other employees and the public, both orally and in writing;
- Ability to plan, delegate, coordinate and improve the operations of the Municipal Court;
- Ability to motivate subordinate employees;
- Ability to identify needs, develop long and short range plans and to evaluate outcome;
- Ability to deal tactfully and courteously with general public in sometimes difficult and trying circumstances.

Supervisory Controls: The work is performed under the direct supervision of the City Manager.

Guidelines: Guidelines include relevant state laws, city ordinances, GCIC procedures, and City and court procedures. These guidelines are clear and specific but require some interpretation in application.

Complexity: This position consists of varied supervisory and administrative tasks.

Scope and Effect: The purpose of this position is to ensure the provision of Municipal Court services. Successful performance helps ensure the efficient and effective operation of the court.

Personal Contacts: Contacts are typically with co-workers, attorneys, judges, solicitors, state and federal officials, the general public, probation company employees and law enforcement officers.

Purpose of Contacts: Contacts are typically to give or exchange information, motivate personnel, provide services, and resolve problems.

Physical Demands: The work is typically performed with the employee sitting at a desk with intermittent standing or walking. The employee occasionally lifts light or heavy objects and uses tools or equipment requiring a high degree of dexterity.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: This position has direct supervision over deputy court clerks.

Minimum Qualifications: Bachelor's degree in criminal justice or related field from an accredited college or university; and Five (5) years of related experience; equivalent combination of education and experience. Master's degree a plus.

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The Chief Court Clerk starting pay will be commensurate with the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, dental, retirement plans, life insurance, sick leave, vacation leave, and paid holidays.

Interested candidates should submit a Resume, Cover Letter, and Professional References, to the City Clerk, Tomika R. Mitchell, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.

EMPLOYEE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

_____/_____/_____
DATE

APPROVED BY SUPERVISOR

APPROVED CITY MANAGER

DATE CREATED/UPDATED: (12/05/2023)

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