

COURT CLERK

JOB SCOPE:

This is a clerical and administrative position that provides support for the Municipal Court. Personnel will have significant contact with the public and outside agencies which requires strong personal interaction skills. Work involves entering citations into database running criminal and driving history reports and scheduling court cases. The need for accuracy and effective utilization of accepted programs and routines is high.

MAJOR DUTIES:

- 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;
- Collects citations from officers; enters citations into the appropriate computer system and submits to the State of Georgia; 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;
- Maintains case files on incidents and arrests; assigns file numbers; constructs new case files; transfers cases to the appropriate agency;
- Acts as liaison between the public and the police department; responds to in person, telephone and written inquires;
- Provides assistance and information to attorneys, agencies, City staff and the general public on court procedures and the status of cases;
- Serves as administrative aide to the Judge in the courtroom by maintaining evidence, maintaining files and documents proceedings by recording case information;
- Records receipts and deposits payments according to established Court procedures;
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the practices and procedures involved in law enforcement record keeping and confidentiality;
- Knowledge of City policies, procedures, codes, ordinances and applicable State, Federal, and Local laws;
- Knowledge of GCIC rules and regulations;
- Knowledge of modern office practices, methods, equipment and standard clerical procedures;
- Knowledge of basic bookkeeping practices;
- Knowledge of basic math and accounting practices;
- Knowledge of appropriate contacts for related police and court issues;
- Skill in operating a computer and entering data into a database;
- Skill in performing basic mathematical calculations;
- Ability to operate GCIC to run criminal and driving history reports;

- Ability to read and comprehend various technical reports and legal terminology;
- Ability to handle confidential information;
- Ability to handle stressful situations;
- Ability to communicate with confrontational people;
- Ability to maintain accurate records;
- Ability to type and enter data correctly;
- Ability to maintain accurate and complete records;
- Ability to prepare monthly reports;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain positive working relationships with those contacted in the course of work.

Supervisory Controls: Work is performed under the supervision of the Chief Court Clerk.

Guidelines: Guidelines include City and Departmental policies, procedures, codes, and ordinances; Federal, State and Local laws; and GCIC Rules and Regulations.

Complexity: This position consists of a variety of clerical and administrative duties.

Scope and Effect: The purpose of this position is to ensure the effective and efficient daily operations of the Municipal Court.

Personal Contacts: Contacts are typically with co-workers, attorneys, judges, solicitors, vendors, other law enforcement agencies and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, provide services, resolve conflicts, and solve problems.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office. Ability to work evenings. Some travel may be required to maintain training requirements.

Supervisory and Management Responsibility: None.

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.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent; Associate's degree with two (2) years of college coursework from an accredited college or university in criminal justice or related field preferred; one (1) year of experience in a municipal court environment; equivalent combination of education and experience.

The Court Clerk's starting pay will be commensurate with the chosen candidate's qualifications and experience. The targeted starting salary is between \$38,500 - \$46,000. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave.

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

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

Applications are being accepted until Friday, April 22, 2022 at 5:00 p.m.

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.