

ORGANIZATION:	City of Canby	DATE:	January 2014
DEPARTMENT:	Municipal Court	UNION:	AFSCME Represented
CLASSIFICATION	Municipal Court Clerk II	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Perform a variety of complex administrative support activities to contribute to efficient municipal court operations requiring a thorough understanding of department and City programs and procedures. Position is responsible for the daily operation of the municipal court, trial scheduling, and court dockets. Accept payments and make payment arrangements of municipal court fines and assessments. Prioritize and monitor workflow and review records. Handle confidential matters with discretion and excel in customer service. Act in accordance with direction from the Judge on legal matters.

A wide variety of complex tasks are performed under general supervision and will be reviewed periodically for accuracy, adherence to established policies and procedures, quality and thoroughness. Work is performed under general supervision and assistance is readily available from supervisor(s). This classification is expected to function independently in daily tasks and required to use judgment on non-routine matters. May act as project coordinator on routine and complex assignments. Problems are identified and solved and unusual/complex problems are referred to a supervisor.

ESSENTIAL JOB FUNCTIONS:

Provide positive customer service for court/administration and be responsive to customer needs. Greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions from internal and external customers.

Provide skilled administrative work, processing court transactions with a high degree of public contact. Prepare accurate and timely reports. Act as a notary public. Tactfully answer a variety of questions about court transactions. Perform a variety of administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail. Track, order and maintain office supplies. Initiate and process work orders, purchase orders, etc.

Oversee cash receipting - accept, process, deposit, and reconcile cash receipts; process refunds as appropriate. Establish and monitor payment plan agreements. Coordinate and make bank deposits. Work with information technology to coordinate department information on City website.

Respond to incoming telephone and written correspondence from general public, defendants and attorneys. Type and distribute correspondence regarding legal matters as dictated by the Judge. Schedule appointments, meetings and locations. Maintain office schedules and related organizational processes. Coordinate meetings and calendars. Resolve conflicting demands.

Use word processing software to type routine and non-routine, and complex letters, memos, minutes and other material from general instructions. Proofread, review for grammar, clarity, punctuation and spelling, and edit documents and other materials as necessary. Examine documents for completeness and accuracy. Correct errors as necessary.

Create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department.

Prepare accurate and timely reports. Compile information and reference materials for City Attorney, supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents. Prepare

statistical reports for State and City including tabulating revenues and expenditures and checking accuracy of figures.

Coordinate court matters with the Judge, defendants, police and other levels of the criminal justice system; document decisions in case files using computerized court system.

Attend court sessions and perform a variety of courtroom related tasks as needed. Coordinate jury for jury trials.

Compile individual files for traffic and misdemeanor complaints. Write and process timely notices to defendants for arraignments, trials and hearings; construct new case files, filing and retrieving documents as necessary.

Docket traffic citations issued by the Canby Police Department and other agencies citing into Canby Municipal Court. Administer court proceedings and docketing. Maintain trial docket, with adequate notice to the police officers, prosecutor, and defendant. Prepare and ensure completeness and size of docket. Forward copy of trial docket and afternoon arraignments to the Judge. Keep judge informed of all incoming information and inquiries.

Process deferrals, Failure to Comply, and Failure to Appear Notices. Monitor warrant and license suspensions and enter into system.

Maintain files and court records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.

Maintain and process court records in accordance with statutes, regulations and policies; examine legal documents submitted to court for adherence to law or court procedures; prepare case folders and case dispositions. Manage volume of citations accurately under strict deadlines. Compile individual files for traffic and misdemeanor complaints. Write and process timely notices to defendants for arraignments, trials and hearings; construct new case files, filing and retrieving documents as necessary.

Review court policies and processes and ensure systems comply with applicable laws and codes and are efficient operating systems. Write court procedures and provide instruction to other staff on these policies and procedures. Keep policies up to date to accommodate changing rules, regulations, situations and process improvements. Provide instruction to other staff on policies and procedures as needed.

Forward disposition of custody cases to the Oregon State Police Bureau of Identification.

Responsible for Dept. Motor Vehicles (DMV) inquiries, corrections, and data maintenance in the specialized computer program regarding parking violations. Oversee Uturn 180 and seat belt program.

Act as the LEDS Representative for the Municipal Court Department. Responsible to validate warrants on a monthly basis and work with the LEDS auditors. Train new employees in the LEDS system.

Schedule interpreters for court sessions and interact with other vendors including collection agencies. Collect monies for fines, fees and bails; receipt and credit payments for fines, bails, parking payments, and traffic citation assessments. Work with collections agencies to resolve issues with outstanding accounts.

Assist in budget process by recommending needed equipment, staffing, and/or programs to department manager/director. Research and track budget information throughout the year. Provide court information, processes, and transaction detail to auditors during City audits.

Coordinate and process cases being turned over for collections. Interact with collection agencies. Work with collection agencies to resolve issues with outstanding accounts.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Prepare and post public meeting notices. Coordinate materials for distribution. Work with information technology to coordinate department information on City website.

Maintain positive and cooperative working relationships with City staff, other organizations and the general public. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Interact with emotional and difficult people in a professional and tactful manner.

Develop safe work habits and contribute to the safety of self, co-workers and the general public. Follow all safety rules and procedures for work areas.

Coordinate and perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Promote, support and respect diversity in the workplace. Keep abreast of changes in statutes and regulations to ensure compliance with all legal requirements applicable to municipal courts.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge and understanding of department and City programs and procedures. Advanced knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques. Ability to use good judgment in prioritizing daily and routine responsibilities and work efficiently and effectively in a fast-paced environment which includes changing priorities and frequent interruptions. Must be able to maintain sensitive and confidential information. Must be able to accurately count money, make change, and balance accounts. Ability to deal with emotional and difficult people in a professional and tactful manner and to maintain cooperative working relationship with City staff, outside professionals and agencies, and the general public. Attention to detail is extremely important and required. Ability to work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail. Equivalent to high school education and five or more years of progressively responsible administrative support experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must be able to pass the department's security clearance standards. Must be LEADS certified at time of hire or be able to obtain certification within thirty (30) days of hire. Certification as an Oregon Association for Court Administration (OACA) Professional Court Leader preferred at time of hire or able and willing to obtain within an agreed upon timeframe.

DESIRABLE REQUIREMENTS: Knowledge of municipal government functional areas and specific word processing software utilized within the department. Prior work experience in a municipal court setting. Knowledge of Spanish is an asset.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at night meetings may be required. Frequent contact with citizens, law enforcement, judge, and other government agencies.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Police Administrative Assistant/Court & Records Supervisor. May receive direction and scheduling from the Municipal Court Judge and/or City Attorney.