



Job Description

Court Clerk I

Updated 3/2016

Title: Court Clerk I

Reports to: Town Clerk

FLSA Status: Non-Exempt

Department: Court

Summary: Provides in-person assistance to court customers; processes fine payments and maintains associated financial payment paperwork; provides directions and instructions on court processes; requires a high school diploma, some college and legal experience preferred. Provides administrative support to the Town Clerk including, administrative tasks, compiles special reports, non-routine correspondence, and involves special project work.

Essential Duties and Responsibilities:

- Oversees the day to day administrative functions and operations of the municipal court;
- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders, and posts, files, or routes documents;
- Explains procedures or forms to parties in case;
- Secures information for judges, and contacts witnesses, attorneys, and litigants to obtain information for court, and instructs parties when to appear in court;
- Records case disposition, court orders, and arrangement for payment of court fees;
- Collects court fees or fines and records amounts collected;
- Attends and participates in evening session of the Court;
- Responsible for customer service and interaction with the public including advising and assisting the public on court procedures, collection of fees and fines, case tracking, and status of case history;
- Responds to information requests from other Town departments concerning court related issues;
- Responsible for court case management;
- Prepares court dockets, issues bench warrants, outstanding juvenile warrants (OJW), deferred judgments and file accordingly under the direction of the Town Clerk and Municipal Judge;
- Submits a monthly report of court activities to the Town Clerk and Town Administrator;
- Coordinates with county and other law enforcement agencies;
- Supports and relieves Town Clerk of administrative tasks;
- Under direction of Town Clerk assists with records retention system;
- Other duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- *Analytical* - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- *Design* - Generates creative solutions.
- *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- *Technical Skills* - Assesses own strengths and weaknesses; Pursues training and development opportunities.
- *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- *Interpersonal* - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- *Team Work* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- *Written Communication* - Edits work for spelling and grammar; Able to read and interpret written information.
- *Change Management* - Builds commitment and overcomes resistance.
- *Leadership* - Inspires respect and trust; Accepts feedback from others.
- *Ethics* - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time.
- *Adaptability* - Adapts to changes in the work environment.
- *Dependability* - Follows instructions, responds to management direction.
- *Initiative* - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.
- *Innovation* - Displays original thinking and creativity; Generates suggestions for improving work; Develops innovative approaches and ideas.
- *Planning/Organizing* - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure.
- *Quality* - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- *Quantity* - Completes work in timely manner.

- *Safety and Security* - Observes safety and security procedures; Uses equipment and materials properly.

Education/Experience: High School diploma or equivalent. Some college preferred. Legal experience preferred. Any equivalent combination of training and experience that provides evidence that the applicant possess the “Necessary Applicant Qualifications” and can perform the essential required tasks.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office word processing software; Excel spreadsheet software; Mind Share software and Internet software.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an 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 usually moderate.

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. The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is regularly required to sit.