

City of Idaho Springs Job Description

POSITION TITLE: Administrative Court Clerk
DEPARTMENT: Administrative

POSITION SUMMARY

The Court Clerk works for the City Clerk. The clerk serves as City liaison between Judge, Prosecutor and Police Department dealing with court proceedings and is responsible for other general clerical duties. This is a non exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as Municipal Court Clerk. Attend all court sessions, maintain all necessary files and records, cooperate with Municipal Court Judge in all matters related to the position and responsibility of Court Clerk.
2. Serve as primary customer service representative, answering phones, greeting the general public as they come into City Hall as well as local officials and visiting officials.
3. Accept payments at the Clerk's window in City Hall.
4. Liaison between judge, prosecuting attorney and Police Department.
5. Shall be familiar with the Privacy Act and its requirements, as well as the Department's policies concerning the release and dissemination of information to criminal justice agencies and non-criminal justice related agencies or persons.
6. Operates a computer terminal and printer to type, enter, modify and distribute reports, citations and other materials
7. Processes tickets from Police Department.
8. Prepare Municipal court files and docket.
9. Prepares bench warrants, processes bonds, prepare and issue pleas by mail.
10. Responsible for cash receipting functions for court. Deposits are to be made within one (1) business day of receipt.
11. If required, serve as CCIC Coordinator for courts and pass the required back ground check for the security clearance.
12. Maintain City website.
13. Responsible for posting information on the access channel weekly or more frequently as required.
14. Perform cash receipting functions for the City Clerk's office as directed. Make deposits within one (1) business day of receipt. This function is shared by the Utility/Payroll Clerk on alternate weeks.
15. Assist as staff support to Building Officials; including communication contact between applicants and Inspectors. Issue building permit when necessary.

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16. Maintain a general knowledge of the duties of the other Administrative Clerk(s) in order to provide assistance when necessary.
17. Assist City Clerk as necessary.
18. Serve as Deputy City Clerk
19. Other duties as assigned by City Clerk.

EXPERIENCE AND TRAINING

Formal Education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Certificates and licenses: Must obtain Security Clearance within 6 months and maintain. Possess and maintain valid Colorado Driver License.

Special training or experience: Knowledge of and experience using Microsoft Word, Excel, Caselle. General bookkeeping, payroll and accounting skills.

Skill/Ability:

Answer phones, including screening calls, asking appropriate questions to determine who should receive the call, taking and promptly delivering messages. Must possess and maintain good computer skills. Ability to read, understand, interpret and explain the City Municipal Code and State laws pertaining to government. Write clear, concise and accurate correspondence and reports. Must have excellent personal contact skills, including greeting the public, hearing their questions and complaints, answering their questions, effectively communicating if hostility arises, referring them to the appropriate person when necessary.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

REPORTING RELATIONSHIPS

This position reports to the City Clerk