

City of St. Helens

Job Title: Court Clerk
Department: Administration
FLSA Status: Non-Exempt
Union: AFSCME
Revised: March 20, 2019

GENERAL PURPOSE

Performs administrative tasks associated with municipal court proceedings and docketing. Coordinates court matters with the Judge, Prosecutor, defendants, defense counsel, and police personnel. Demonstrates excellent customer service skills. Uses computerized court program to input and document court proceedings. Oversees the function of the court staff assistance when applicable and works with the public handling confidential matters with discretion. To a great extent, work is governed by State statutes, laws and City ordinances.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator and with general guidance by the Municipal Court Judge.

SUPERVISION EXERCISED

None

JOB DUTIES AND RESPONSIBILITIES

- Contributes to a positive work environment. Maintains a positive relationship with contacts specific to the Court and positions/agencies outside the City organization.
- Administers all court cases from inception to final disposition. Coordinates court matters with Judge, defendants, defense counsel, police and other levels of the criminal justice system. Prepares criminal cases files prior to court to ensure that all materials are included in files. Documents case and judgment information in files using the computerized court system. Performs accurate and timely file maintenance of upcoming docket matters; prepares court documents and correspondence, trial letters, show cause orders and forms; processes requests, motions, extensions, resets and changes of plea through interaction with defendants, attorneys, and City Prosecutor.
- Administers warrant processes including clearing warrants, entering information in court software; forwards issued warrants to police records staff; advises other jurisdiction law enforcement agencies of return court dates, follows up with information in files.
- Oversees the management of the jury pool: prepares and maintains jury list and juror notices, prepares and mails juror notification for trials, computes jury and witness fees and coordinates with Finance Department for payment.
- Reviews letters to the judge and forwards if appropriate, tracks for response and follow up with defendants and/or outside agencies.
- Processes Public Records requests within the Oregon statute timeframe.
- Oversees the receipting, depositing and accounting of monies collected for fines, forfeitures and other court receipts. Issues receipts and credits for payments received, prepares refund requests, and balances daily cash receipts.
- Administers collection efforts including collection agency payments, statements from attorneys and payment authorizations, and restitution payments and posts payments within 72 hours of receipt of payment.
- Documents court policies and procedures, updates as needed to accommodate changes and maintains court records in accordance with statutes, regulations and policies.

- Monitors probation, violation, suspension, and collection files for accuracy.
- Must have the ability to deal with emotional and difficult people in a professional and tactful manner.
- Ability to plan and organize work schedule and job tasks and must be able to multitask efficiently in a busy environment.
- Ability to exercise resourcefulness, tact and perspective in development solutions and recommend new techniques.
- Resolves general inquires, complaints, problems, or emergencies affecting the availability or quality of city municipal court. When appropriate or needed shall ask City Administrator/Supervisor or Judge for assistance.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent.
- Requires LEDS certification within 30 days of employment.
- Knowledge of Microsoft Suite (Word, Excel, Outlook)

PREFERRED QUALIFICATIONS

- Minimum of five years of related experience or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job as listed above.
- Knowledge of FTR Recording software for Court of Record.
- Knowledge of court management software.
- Knowledge of municipal court procedures, data compilation, and basic bookkeeping.

SPECIAL REQUIREMENTS

- A valid states driver's license.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, Windows-based software, Word, Excel, Access, and City vehicle.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Court Clerk** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____