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<b>POSITION TITLE:</b>	Court Clerk
<b>DEPARTMENT:</b>	Finance
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY GRADE:</b>	D
<b>REPRESENTATION:</b>	None

**GENERAL POSITION SUMMARY:**

The Court Clerk position is responsible for the daily operation of the City's Municipal Court including, but not limited to; processing traffic citations, receiving and receipting of fines and assessments, trial scheduling, preparing the arraignment and trial court dockets, and subpoenaing officers and witnesses for trial. The Court Clerk is also responsible for assisting with the public service counter, processing payments and administrative tasks that support the work of the Finance Department.

**ESSENTIAL JOB FUNCTIONS:**

- Respond to in person, telephone, written, email, and faxed inquiries regarding Municipal Court procedures and policies.
- Generate license suspensions and other orders as directed by Municipal Judge.
- Maintain accurate computer records of court activities; enter traffic and code citations in the court database as well as import e-citations; schedule court dates and ensure compliance with all legal requirements, obtain and review driving records.
- Access Department of Motor Vehicles (DMV) driving records and submit/recall cases to collections.
- Serve as Violation Bureau Clerk, by accepting pleas on traffic and city code violations and assesses fines.
- Receipt all monies received for fines from defendants and collection agencies.
- Maintain a record of each fine owed to the court; send reminders for payment, arrange payment schedules for defendants, prepare abstracts and suspend or reinstate drivers' licenses; monitor collections and prepare delinquent accounts for collections in a timely manner.
- Monitor U-turn, cell phone, marijuana cases; process temporary license suspensions.
- Prepare initial appearance and trial dockets and dispositions and prepare court room for bi-weekly court sessions.
- Initiate any changes by the Oregon Legislature. Update forms, policy and court rules as needed.
- Perform other duties as required, including miscellaneous tasks to support the finance department.
- Establish and maintain positive working relations with coworkers, citizens, and the general public.

**JOB SPECIFICATIONS:**

High school diploma or GED equivalent required. Minimum three (3) years of clerical experience, at least two (2) years of which must have been in a court, paralegal, or legal office setting; any equivalent combination of experience and training which demonstrates the ability to perform the essential functions of the position.

**Necessary Knowledge, Skills and Abilities:**

- Excellent customer service skills and ability to effectively communicate orally, in writing, and face-to-face with the public to provide assistance and information; explain applicable court policies and procedures without giving legal advice.
- Must be able to professionally handle angry and disgruntled customers.
- Considerable knowledge of general office procedure; working knowledge of legal language, statutes, ordinances, laws, and legal procedures,
- Ability to prioritize workload efficiently and effectively.
- Ability to schedule work time to facilitate accomplishment of deadlines; daily, month annually of the various duties as described.
- Knowledge of office software, including word processing and spreadsheets.
- Experience with Tyler Technologies Incode Court software preferred.
- Bilingual preferred.

**Special Requirements/Licenses:**

- Must be able to pass and maintain a Criminal Justice Information Systems (CJIS) security clearance immediately upon hire.
- Possession of, or the ability to obtain, a Law Enforcement Data System (LEDS) certification immediately upon hire.

**SUPERVISION RECEIVED:**

Works under the direction of the Deputy City Manager/Finance Director.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position.

**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 job functions.

- Frequently required to sit/stand and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.

- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required; includes close vision and ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

**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.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

*This description covers the most significant essential & auxiliary duties performed but does not include occasional work which may be similar, related, or logical assignment to the position.*

**Tyler Deems**

Deputy City Manager/Finance Director

Adopted: 05/2021

*This 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.*

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**Employee**

**Date**