



City of Klamath Falls

Position Description

Position: Court Services Specialist Senior	Group: AFSCME
Department/Site: Municipal Court	FLSA: Non-Exempt
Evaluated by: Management Analyst	Salary Grade: 114

Summary

Provides advanced clerical and secretarial support to the City’s Municipal Court system by maintaining the records of court proceedings, recording rulings, findings, pleas and sentences, and accepting and accounting for fines. Sets up and maintains accessible files and documents. Serves as a team leader and resource on procedural matters. Ensures orderly and organized courtroom.

Distinguishing Career Features

The Court Services Specialist Senior is the senior-level career path for administrative and accounting support to the City’s Municipal Court. The Municipal Court Clerk is the entry level and focuses on accounts receivable collections and related communications. The Court Services Specialist demonstrates the ability to create and maintain files, accept fines, and provide support to court proceedings. The Court Services Specialist Senior serves as a working team leader, demonstrating the ability to train others, update specialized information systems used to support the courts, serve as bailiff, and coordinate community service-based restitution.

Essential Duties and Responsibilities

- Coordinates and maintains up-to-date and complete court case records, and coordinates with the Police Department, City Attorney, Public Defense Attorney, Judge, Division of Motor Vehicles, and others to receive, distribute and control documentation.
- Processes new cases, ensuring accuracy of contents and proper filing. Prior to court proceeding, assembles and accounts for all case files and ensures that all necessary documents, such as police reports, citations, violation history, arrest records, probation files, etc., are available and correctly arranged. Ensures that all forms, motions and briefs are properly prepared and filed.
- Listens to and documents judicial actions or directives, including rulings, findings, pleas and sentencing.
- Responds to questions or inquiries from other court departments, agencies, defendants, attorneys, witnesses and victims as requested by the Judge.
- Determines which agencies need to be notified of judicial order or actions and prepares and sends out information. Assists other clerks in their responsibilities and cross trains other clerks in courtroom procedures.

- Receives payments for fines, fees, and bails. Prepares receipts and credits payments on account for fines, bails, parking payments, and other Police Department business.
- Counts and balances cash receipts. Prepares reports for further processing.
- Receives telephone and walk-in guests, and correspondence from general public, defendants and attorneys. Provides information and composes routine replies to correspondence using standard language and formats. Refers visitors to appropriate staff for assistance with complex or unusually sensitive and private matters.
- Maintains and alphanumeric filing system for warrants. Prepares warrants, enters information onto a law enforcement database and removes information when required.
- Accesses law enforcement databases to search and request computerized driving, Motor Vehicle Registration, and Criminal History Records for use in legal proceedings.
- Provides support to Municipal Court proceedings by setting up caseloads on court calendars, and issuing trial notices.
- Monitors probation clients. Schedules community service and hearings for failure to comply with probation.
- Compiles crime reports, other related reports and statistics and disburses them to the appropriate agency.
- Completes Oregon State Bureau Fingerprint Disposition cards when case is concluded and forwards to the Oregon State Bureau of Identification and local Law Enforcement Agency.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires in-depth knowledge of municipal court procedures and processes, and ordinances, statutes, and laws within the scope of the Municipal Court's jurisdiction. Requires knowledge of law enforcement computer-aided databases including protocols and administrative rules regarding access, use and dissemination of data. Requires basic knowledge of general municipal court procedures and processes. Requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires business mathematics skills to compute sums and statistics. Must be skilled in using and troubleshooting various standard office machines. Requires skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare routine, yet professional correspondence. Requires sufficient human relations skills to make present a positive image of the department, convey technical information to others, and use patience and sensitivity in dealing with a diverse population that can be hostile and confrontive.

▪ **Abilities**

Requires the ability to perform all of the duties of the position efficiently and in an open environment with multiple interruptions and distractions. Must be able to perform clerical and administrative work with speed and accuracy. Must be able to interpret, explain,

apply, and train others in knowledge of division organization, operations, programs, functions and special terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Requires the ability to use a personal computer to produce correspondence and reports, and type/keyboard accurately. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to complete police standards training and earn a certificate for access to law enforcement databases within six months of employment. Requires the ability to work varying shifts.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position typically requires a high school diploma, and four years of clerical, records, or dispatch experience in a law enforcement, fire, or security environment.

- **Licenses and Certificates**

Requires a valid Oregon Driver's License. Requires ability to pass a criminal background check, obtain Criminal Justice Information System (CJIS) clearance and obtain certification for LEDS (Law Enforcement Data Systems). Requires Notary Public. Requires OACA Professional Court Manager certification (Level II) within eighteen months.

- **Working Conditions**

Work is performed indoors where some safety considerations exist from emotional, argumentative, or hostile customers.