



respect - Communication - Integrity - Teamwork - family

## MUNICIPAL COURT CLERK

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**DEPARTMENT/DIVISION:** Legal/Finance

**GRADE:** 5

**GROUP:** AFSCME

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** July 1, 2011

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### **SUMMARY**

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A court Clerk performs a wide variety of specialized clerical and administrative work in support of the Municipal Court. . This position requires a comprehensive knowledge of various court functions and involves considerable public contact; assignments may include front counter and phone coverage; processing payment transactions; assisting with collection activities,; assisting judges during court sessions; performing relevant data entry; maintaining trial docket and calendars; parking citations processing and various other procedures.

### **EXAMPLES OF DUTIES**

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Duties may include but are not limited to the following:

Receives and enters citations, complaints and warrants into the computer. Checks for required driving records and suspension information. Checks history, files appropriately and completes related court reports.

Responds to counter, telephone and written inquires within established pubic record policies. Discloses information about court cases and court procedures to the public, attorneys and other agencies and maintains confidential information that may not be disclosed.

Represents the City of Klamath Falls by responding to the public, citizens, employees and others in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor.

Interprets the Violations Bureau Order, processes the disposition of citations and receives payment according to the established procedure.

Provides specialized support for all court appearances and ensures accurate and timely processing of cases through the Municipal Court.

Processes Municipal Judge's correspondence and prepares orders as directed. Sends responses to defendants, processes related paperwork, and routes to appropriate City Departments.

Receives and posts a variety of court-related payments. Runs daily payment reports and balances cash, checks and credit cards to the reports.

Processes Failure to Pay, Failure to Comply and Failure to Appear notices including issuing license suspensions, collections letters, affidavits and warrants. Monitors sentencing and program compliance including traffic school, alcohol evaluations and reviews.

Checks defendants in for hearings and verifies recorded information prior to court. Prepares court paperwork, sets up the courtroom and records court dispositions.

Prepares abstract on disposition of traffic citations and sends to the department of Motor vehicles.

Files completed citations, complaints, parking citations and warrants. Archives appropriate citations, complaints and related paperwork yearly.

Makes payment arrangements and prepares sentence orders and other related paperwork.

Prepares files for use in the court.

Processes incoming and outgoing court mail.

Acts as building receptionists, directs citizens and customers to other departments/buildings, and gives them meeting information.

Processes incoming City mail and distributes to the appropriate departments along with signing for incoming UPS and FedEx and notifying departments of deliveries.

Handles paperwork for the public and customers that have physical disabilities and/or do not wish to be redirected to the appropriate department or building. Will take name and phone number for contact information if provided.

## **LEAD RESPONSIBILITIES**

Assists with budgetary needs that includes: reconciling revenue to be paid to state and county agencies; processing accounts payable for the court; receipts in the Major Cases check from Circuit Court and sets journal entries to appropriate accounts.

Participates in planning, development and implantation of policies and procedures.

Assists staff with problem resolution and policy interpretation within the scope of their authority, or refers staff to appropriate resource.

Performs varied and complex accounting functions related to receipting, application, posting transfer, collections, non-sufficient funds refunds, billings, reports, data entry and corrections, trouble shooting and problem resolution.

Coordinates *pro tem* judge coverage for the Municipal Court Judge when required.

Collects, tracks and prepares payroll reports for court staff/judge.

Coordinates interpreter services for the court, when needed.

Adjusts trials for legal representation when required and processes appeals when applicable.

Process a monthly statistical report to include court revenue for the month, the number of citations issued and the number of citations disposed.

Works with the judge on evaluating situations and issues that arise in court and organizes meetings with other departments, when necessary.

Processes special projects requested by the judge and reports back on progress/status.

Handles court-related trainings and travel arrangements for the judge and lead clerk.

Works with the Collections Agency on court-related payment issues.

Composes and prepare correspondence in cases where especial circumstances preclude a routine or form letter for the judge.

Prepares and maintains appropriate calendar/docket and distributes to the judge, City Attorney, Police Clerks, Officers, and Lieutenant.

Attends court-related conferences as directed to obtain Oregon Association For Court Administration Certification.

## **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position.

## **QUALIFICATION REQUIREMENTS**

### Education and/or experience:

High school diploma or general education degree (GED); with course work in accounting, typing, computer applications and/or general office practices along with three years of responsible experience in clerical, secretarial, paralegal or administrative work that included progressive experience working with the public with demonstrated skills in customer relations. Two year experience in data entry, preferably with software designed for a municipal government and two years of bookkeeping experience to include journalizing preferably with a governmental entity, demonstrated proficiency with 10-key by touch and typing skills of 60 WPM.

Law Enforcement Data System (LEDS) certified or be able to obtain within 90 days and knowledge of Oregon Judicial information Network.

Possession of or the ability to obtain a valid Oregon Driver's license.

Oregon Association For Court Administration (OACA) certification, desired but not required, for Lead Court Clerk.

## **KNOWLEDGE, SKILLS and ABILITIES**

The requirements listed below are representative of the knowledge, skill and/or ability required.

### Knowledge of:

Municipal court procedures and functions: state laws governing area of responsibility: general office practices and procedures; basic bookkeeping practices; budgeting and recordkeeping and a computer-based database and software systems (desired AS400 knowledge).

### Skill in:

Operation of personal computer, Word and Excel, 10-key calculator, typewriter, telephone, copy and fax machines. Basic math skills, including cash handling and making change.

### Ability to:

Effectively communicate on a one-on-one basis with the public and co-workers and be able to keep a calm, collective and professional manner when dealing with irate people; maintain effective working relations with employees, other departments,

officials and the public; maintain accurate records; type and enter data accurately, learn City and departmental policies and procedures, Klamath Falls Municipal Code, and applicable laws and maintain confidentiality. Read and comprehend instructions, correspondence and memos and be able to write simple correspondence. Apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations.

### **PRE-EMPLOYMENT**

Successfully passing criminal history check including finger printing as mandated by O.R.S.

### **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 qualified individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 30 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 qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in a well lighted, temperature controlled office environment.

The noise level in the work environment is usually quiet.

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The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals



with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.