

## City of Mission Job Description

Job Title: **Court Clerk**

Classification: **Non-Exempt**

Department: Municipal Court



Division:

Supervisor: Court Coordinator

Effective: 10/1/2012

### I. **JOB SUMMARY**

Individual is responsible for daily data entry of traffic citations, criminal complaints, and city ordinance complaints in computer system. Will assist the Court Coordinator with coordination of traffic hearings, criminal hearings, juvenile court, city code violation hearings and any other hearings or jury trials as required. In addition, the individual will process all necessary paperwork involved with case processing such as hearing summons, jury summons, subpoenas, court orders, and judgments as assigned. Will update files and computer system with case dispositions as required. Prepares warrants and delinquent notices as requested by supervisor. Types letters and addresses envelopes. The individual will assist the Receptionist/Cashier with public assistance and fine collection when necessary. This position has no supervisory responsibilities. Individual will perform other duties assigned by supervisor/department head when necessary.

### II. **EDUCATION REQUIREMENTS**

- High School Diploma or GED required
- Minimum two (2) years experience with office procedures.
- Must be able to type 50 wpm and have good filing skills
- Must be proficient in working with personal computer, typewriter, and general office equipment.
- Must have knowledge and experience with Microsoft Word, Excel, Windows 95, Internet, and E-mail
- Must have experience in using a 10 key calculator by touch.
- Must have oral and written communication skills in English to at least the 9<sup>th</sup> grade level (to include correct spelling).
- Must be able to communicate proficiently in the Spanish language.

### III. **EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional



- Applicant must have a current valid class "C" driver's license from the department of public safety with no more than two (2) moving traffic violations within the past two (2) years.

#### **IV. SKILL AND ABILITY REQUIREMENT**

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain, and prepare complex records correctly insuring confidentiality.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to compute and record numbers correctly.
- Ability to establish and maintain effective working relationship with office staff, auxiliary departments, elected officials, co-workers, supervisors and the general public.
- Ability to communicate effectively orally in the Spanish and English language.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make decisions based on available data/criteria, laws, and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

#### **V. ESSENTIAL JOB FUNCTIONS**

- Process data entry of traffic, city ordinance and juvenile complaints in computer system.
- Establish contact with all parties involved to a hearing and jury trials via correspondence and telephone communication in a timely manner.
- Prepares all required documents for case processing such as hearing summons, jury summons, subpoenas, court orders and judgments.
- Updates files with case dispositions.
- Prepares all required documents updating files with case dispositions for case processing such as hearing summons, jury summons, subpoenas court orders and judgments.
- Transcribe correspondence and envelopes as required. Process mail for delivery utilizing postage meter machine.
- Assist receptionist/cashier with public assistance providing information to City of Mission citizens.



- Sort and file records alphabetically pertaining to warrants, citations, complaints and any other office information and fine collection.
- Copy documents utilizing photocopy equipment.
- Attend court hearings including juvenile court hearings from 6:00 p.m. to 8:00 p.m. as required.
- Document docket minutes and disposition of cases.

#### **VI. NON-ESSENTIAL JOB FUNCTIONS**

- Receive, sort and distribute mail within department when necessary.
- Attend juvenile hearings from 6:00 p.m. to 8:00 p.m., Monday through Friday.
- Document docket minutes and disposition of cases.
- Interpret testimony from Spanish speaking individuals.
- Receive office supplies from purchasing agents office (pick-up) and transport to court office.
- Deliver bills, invoices, correspondence or memorandum to other offices within the facility.

#### **VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Personnel Computer, 10 key calculator, Paper shredder
- Typewriter, Postage meter, Copy machine
- Fax machine, Telephone, Mouse
- Keyboard, Printer, Computer software
- City vehicle, Pens, pencils, highlighters, Stapler, rulers
- Diskettes & CDs, Policy & procedure handbook



**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

**IX. MANUAL DEXTERITY**

Gross and fine hand movements are required to perform essential job functions. Gross hand movements are required to grip and transport boxes of paper for utilization of storage. Fine hand movement is required to hand write depositions and to file out forms.

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**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	<b>F</b>	Assorted court files for processing.
	6-10 lbs	<b>C</b>	Boxes of file folders, (Laser typing paper) and docket book, knuckle to waist level.
	11-20 lbs	<b>O</b>	Cash receipt journals 15 lbs Knuckle to chest level.
	21-25 lbs	<b>O</b>	Boxes of documents for storage. Floor to knuckle and overhead.
	26-50 lbs	<b>O</b>	Box of computer paper. Floor to knuckle.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Assorted files 20' to 30', front of office to judge's bench.
	6-10 lbs	<b>F</b>	Assorted files 20' to 30', front of office to judge's bench.
	11-20 lbs	<b>O</b>	Cash receipt journal, boxes of forms, 20' to 30' or up to 100'.
	21-25 lbs	<b>O</b>	Boxes of documents for storage.
	26-50 lbs	<b>O</b>	Failure to appear folders 20' - 30'
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	File drawers.
	6-10 lbs	<b>N</b>	
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>O</b>	Boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

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**NON-MATERIAL HANDLING MATERIALS**

Task	Frequency	Performance
<b>CLIMBING</b>	<b>N</b>	
<b>STOOPING</b> (bending at waist)	<b>F</b>	Pick up boxes of paper. File drawers at floor level to pull out single files.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve files from lower drawers.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes.
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>C</b>	Supplies and clerical equipment.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	Assisting people. Sitting by desk within work station.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Files, clerical supplies and boxes.
<b>STANDING</b>	<b>O</b>	Filing, making copies and customer service within office.
<b>WALKING</b>	<b>O</b>	Filing, making copies and customer service within office.
<b>SITTING</b>	<b>F</b>	Typing, filing, posting in computer, and using telephone.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Reviewing files, typing and filing.
<b>GRASPING</b> (whole hand activities)	<b>O</b>	Gripping boxes of supplies.
<b>N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%</b>		

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date