

 **City of Pendleton**

 **Job Description**

 **Municipal Court Clerk**

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| --- | --- |
| **Department**: Finance  | **FLSA**: Non-Exempt |
| **Reports to**: Accounting Supervisor & Municipal Court Judge | **Representation**: SEIU |
| **Pay Range**: 17  | **Date**: January, 2012 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Perform a variety of responsible administrative support activities in the Municipal Court according to established practice and procedures.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Using complete sentences, please describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it.)*

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Process court related transactions. Prepare forms for Court appointed attorney, ban from premises, no contact orders, judgments, orders to show cause, etc. Processes dispositions and complaints; maintains criminal and violation records; composes and prepares correspondence for Municipal Court.
2. Prepares trial schedule. Sends trial notices, court orders, and other communications to attorneys, defendants, police, victims, and witnesses.
3. Attends all trials and court sessions and enters the dispositions into the computer record; produces documentation as needed, such as judgment orders, for the Judge’s signature; assists Judge; acts as bailiff.
4. Collect court-imposed fines. Verify data on fees or payments and prepare receipts. Prepare fine installment agreements. A Violations Clerk may lower presumed fines consistent with the Court’s Violations Order without the necessity of appearing in court.
5. Creates monthly spreadsheet of Court payments for entering into the MOMS system.
6. Maintains Court Management software system through entry of all necessary data into the system. Responsible for keeping information up-to-date. Assist in the selection and procurement of replacement software if needed.
7. Assist Judge in review of proposed or enacted legislation for effect on Court processes.
8. Prepares monthly reports on citations; bail; prepares state reports, outstanding citations; submits reports to appropriate outside agencies in a timely manner; administers diversion and community service programs.
9. Answers inquiries pertaining to citations, Court appearances, jury duty, and other Court and Finance Department business; provides prompt and courteous customer service.
10. Makes decisions on follow-up procedures, warrants, suspensions; responsible for collection of fines and measures taken to collect them.
11. Check jail roster daily and communicates with jail and law enforcement officials to arrange for transport or video appearances as appropriate.
12. Prepares reports of actions to Department of Motor Vehicles. Prepare DMV suspension and reinstatement forms.
13. Coordinates community service with Community Corrections or other supervisor. Complete community service orders and process records of hours worked for affected parties.
14. Assists with other Finance Department duties such as: taking calls from water customers; processing forms for new service; making arrangements for water payment schedules; taking water payments; processing business licenses, dog licenses and other assorted customer service requests.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Attend conferences, seminars and in-service training as required to maintain and sharpen job knowledge and skills.

2. May participate on boards or committees as appointed and approved.

3. Performs other related duties as required

4.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required supplemented by education or training in business practices.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Two (2) years of progressively responsible office experience or experience in legal or judicial office setting.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [ ]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of modern office and accounting practices and procedures.
2. Knowledge of cashiering principles.
3. Knowledge of and ability to use tools and equipment used in contemporary offices, including computer proficiency.
4. Knowledge of legal terminology and judicial ethics.
5. Knowledge of City policies, procedures, regulations, and codes related to Finance and Municipal Court.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Ability to maintain departmental records, prepare reports, correspondence, forms and other documentation.
8. Ability to work under minimal supervision.
9. Ability to provide good customer service.
10. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, patrons, etc., attend meetings and training.
11. Ability to establish and maintain effective working relationships and work as a team member.
12. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
13. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position may function as a lead on specific assignments, requiring the delegation of duties to other personnel.
3. This position Operates under the joint direction and supervision of the Accounting Supervisor and Municipal Judge. Specifically, the Judge will supervise employees on matters pertaining to court procedure, protocol and performance related to court duties; the Accounting Supervisor will supervise on all other matters. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[ ]  Complex

[x]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: 1/25/12

Adopted:

Revised: August, 2020

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Employee Acknowledgment/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.