

CITY OF NEWBERG
POSITION DESCRIPTION

Class Title: Assistant Court Clerk
Department: Finance
Division: Municipal Court
Date: November 24, 2014

Job Code Number: 103
Location: Public Safety Building

GENERAL PURPOSE

Performs a wide variety of routine clerical and administrative support work for the Municipal Court.

SUPERVISION RECEIVED

Works under the supervision of the Court Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in receipting in payments for fines, forfeitures and collections. Assists in data entry, preparation of files, customer service at counter and incoming calls. Assists in preparing correspondence and maintaining records as assigned by the Court Administrator.

Assists in receiving, processing and distributing mail.

Assists Court Administrator with court proceedings and docketing. Uses computerized court system to track and document court decisions.

Assists in entering a variety of data and records associated with court activities into various automated systems or applications. Assists in verifying the accuracy of entered data. Assists in creating reports, documents and formats in these application programs. Assists in monitoring, gathering, interpreting, and documenting information for completeness and accuracy in accordance with program requirements.

Assist in researching cases to determine if court orders are being followed, which may include contacting other agencies, departments, vendors or contractors. Assists in taking appropriate action if the defendant is not in compliance, including default judgments, requests for suspension of driving privileges, collections, show cause orders or warrants.

Assist in maintaining files of stored documents. Assist in updating and purging files according to department guidelines.

Assists in scheduling appointments and hearings for defendants.

Assists Court Administrator with matters related to Jury Trials including sending notices to citizens for jury duty. Assists in performing a variety of courtroom related tasks, such as swearing in juries and witnesses, opening court sessions and marking exhibits. Encouraged to become LEDS (law enforcement data system) certified.

May perform other tasks as assigned.

OTHER FUNCTIONS

May serve on a variety of employee committees.

Perform related duties of a similar scope and nature.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with course work in typing and/or general office practices; and
- (B) Two years prior work experience in clerical, secretarial, paralegal or administrative work; or
- (C) Any equivalent combination of education and experience.

KNOWLEDGE REQUIRED

Knowledge of cash handling.

Knowledge of general office practices and equipment.

Knowledge of general bookkeeping and record keeping processes.

ADDITIONAL KNOWLEDGE HELPFUL

Knowledge of terminology associated with Municipal Court operations.

Knowledge of Law Enforcement Data Systems (LEDS).

Knowledge of citation processes and procedures.

TOOLS AND EQUIPMENT USED

Personal computer system and Virtual Desktop Infrastructure environment (ThinClient computing); including word processing, spreadsheet (Microsoft Office) and specialized software; 10-key calculator; typewriter; phone; and network-connected copier/fax/scanner.

PHYSICAL DEMANDS AND CONDITIONS

Regular focus on a computer screen for prolonged periods and daily standing for prolonged periods. Daily use of a keyboard, weekly lifting, moving and carrying of objects over 10 to 20 lbs, occasional lifting of 50 lbs, weekly crouching, bending, kneeling, and occasionally dealing with distraught or difficult individuals.

The noise level in the work environment is usually quiet.

Approval:


Department Head

Approval:


Appointing Authority

Effective Date: November 24, 2014