

CITY OF HARDIN

CLASS TITLE: City Court Clerk I or II

ACCOUNTABLE TO: City Judge

PRIMARY OBJECTIVE OF POSITION: Under limited supervision, performs moderately complex clerical and secretarial duties; work varies and requires individual judgment within well defined legal procedures in the preparation and assembling of documents for the City Courts.

ESSENTIAL JOB FUNCTIONS: Physical requirements include climbing (limited), walking, bending, stooping, and lifting up to 35#s (greater with assistance). Demonstrated experience in spelling and proper use of grammar.

MAJOR AREA OF ACCOUNTABILITY AND PERFORMANCE: Performs duties of Court Clerk, receptionist, secretarial and bookkeeping responsibilities of the City Court. Accounts for funds received, and maintains accurate records of fines, bail monies, bonds, and time payments; enters citation data daily in the computer; fills out dispositions for citations, formal criminal charges, prepares paperwork for arraignment, clerks all arraignments and trials in the court and performs related duties as required. Acts as Victim Witness Advocate.

Contact with the public requiring professionalism and involving communication of complex information and confidentiality.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Normally none. However may need to supervise other office staff as assigned.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School graduate or equivalent; knowledge of modern office equipment and procedures with demonstrated spelling and grammar skills; bookkeeping knowledge and experience preferred, shorthand or speedwriting, and superior computer experience and skills required; ability to meet and deal with the public in a courteous professional manner. Two years of office experience is required. Testing may be required of anyone new to the Full Court System. Must have a valid driver's license and be an insurable driver; applicant must be able to pass financial and criminal background checks and have not been convicted of any felonies.

Court Clerk II: Requires proficiency obtained by two years of City service as a Court Clerk I.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Maintain public integrity in the court system with confidentiality, collegiality, and professionalism.
Maintain court calendar, books, and all court records and documents, and manage all funds.
Establishes and maintains effective relations with the public, law enforcement, attorneys, and co-workers.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Employee: _____

Supervisor: _____

Effective Date: _____

Mayor: _____