

POSITION DESCRIPTION

Position Title: Senior Municipal Court Clerk
Department: City Manager
Division: Municipal Court
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: March 17, 2022

GENERAL PURPOSE

Demonstrates leadership and inter-department facilitation in Municipal Court operations. Performs specialized clerical work preparing cases for court and maintaining all related records, reports, and funds in conjunction with the operation of the Municipal Court. Work involves performance of tasks necessary to the operation of Municipal Court before, during, and after court proceedings. Work follows an established routine but the individual is called upon to exercise independent judgment regarding priority of tasks to be completed. The individual must make interpretations of standard procedures as requested by the Municipal Court Judge and City Prosecutor applying to specific cases. Serves as a liaison during court proceedings.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant City Manager.

SUPERVISION EXERCISED

Exercises direct supervision and provides daily administrative oversight of the Municipal Court staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Selects, trains, supervises and evaluates departmental personnel; provide or coordinate staff training and counseling; evaluate employee performance by ensuring the timely completion, review and approval of performance evaluations; work with employees to correct deficiencies; consistently applies applicable policies and procedures in an equitable manner; implement discipline and termination procedures.
- Prepares cases for hearing, ensures the presence of properly executed legal documents and court notifications; and facilitates other informational and procedural arrangements.
- Records court findings and decisions, receives cash bonds and fines, issues new court dates, completes instructions of the court, and prepares failure to comply notices and bench warrants.
- Prepares and maintains arraignment, discussion, sentencing, and trial dockets through data entry; makes necessary annotations, changes, deletions, and cross-checks to insure the integrity of the record keeping process.
- Utilizes court and other software for data entry of docket citations and complaints filed with the court, along with reporting.
- Monitors warrant arrests and insures speedy arraignment of inmates.
- Prepares and insures issuance of subpoenas.

- Receives bonds, fines, court remanded payments; ensures security of cash items, prepares receipts and deposits.
- Remands licenses to and initiates correspondence to Kansas Department of Revenue. Issues restricted driver's license permits in accordance with court instructions. Maintains compliance with electronic filing of dispositions to Kansas Department of Revenue.
- Ensures regular reporting to the Kansas Bureau of Investigation as required in state statutes.
- Ensures regular reporting and case dissemination to District Court.
- Ensures timely information requests and tracking on follow-up cases to be refiled.
- Coordinates with Municipal Judge, City Prosecutor, Probation Services, and the Police Department during court and in preparation for court.
- Performs varied public contact tasks such as providing information over the counter and telephone regarding the continuation of cases, traffic tickets, pending court dates, prior disposition of cases, and other related information.
- Monitors payment schedules for court fines and performs follow-up on delinquencies.

PERIPHERAL DUTIES

- Identifies process improvements and efficiencies.
- Creates and maintains written procedures for critical processes.
- May serve on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

- (A) Graduation from high school or GED equivalent with course work in general office practices; and
- (B) Minimum of two (2) years experience in clerical, secretarial, paralegal or administrative work OR any equivalent combination of education and/or experience; and
- (C) Possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (a) Considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; some knowledge of basic bookkeeping practices.
- (b) Skill in the operation of the listed tools and equipment.
- (c) Ability to make decisions in accordance with laws, ordinances, and regulations; apply departmental policy in routine work procedures and make decisions as delegated by the Municipal Court Judge and the City Prosecutor.
- (d) Ability to deal courteously and tactfully with the general public; Ability to develop and maintain effective working relationships with departmental personnel, other City employees, and the general public; Ability to direct/supervise others; Ability to maintain accurate records; Ability to type and enter data accurately.
- (e) Ability to maintain a high level of professional integrity and confidentiality.

DESIRABLE QUALIFICATIONS

- (A) Graduation from an accredited four-year college or university with a degree in legal studies, criminal justice, public administration, business management or closely related field.
- (B) Two years increasingly responsible experience in a court environment.
- (C) Four (4) years experience in clerical, secretarial, paralegal or administrative work.

