

- Provides administrative support, processes mail, answers phones, creates correspondence and reports; processes purchase orders, requisitions, and documentation; orders office supplies; reviews/approves invoices for payment; submits travel expense forms and meal reimbursement requests for all Court staff.
- Supports the Court Administrator with bond/restitution processing; processes checks and verifies restitution payments; prepares certificates of bond exoneration for bonding agencies or prepares checks for bond poster; tracks and reconciles bonds; docket cases and updates case status; updates defendant bond schedules for the Town website.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of cases, issues and records; performs related duties as required.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or equivalent; and two years of experience as a Court Clerk; or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Possession of a valid driver's license.

Required Knowledge of:

- Court procedures and legal terminology,
- Court rules and Administrative Code regarding state court operations.
- Proper procedures and formats used for processing sentencing documents, reset orders, release conditions and civil citations associated with municipal courts.
- Civil traffic laws and procedures.
- Judicial Codes of Conduct and implementation.
- Bookkeeping and basic Accounting.
- Modern office procedures, practices and equipment.
- Use of AZTEC, Liberty Court Reporter, Outlook Calendar, Word Perfect, Excel, Foxit Phantom and various miscellaneous programs as needed.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, external organizations, other court personnel and the general public.
- Interpret and implement the laws, regulations, court rules and administrative codes on court operations.
- Provide excellent customer service.
- Establish and maintain various manual and automated records and filing systems.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Analyze, appraise and organize facts and evidence and present material in a concise and logical manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software, including AZTEC, Liberty Court Reporter, Outlook Calendar, Word Perfect, Excel and Foxit Phantom.

Physical Demands / Work Environment:

- Work is performed indoors in a traditional court environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds.

JOB DESCRIPTION

Court Clerk

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____