



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Court Clerk/Cashier

**DEPARTMENT:** Municipal Court

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** May 28, 2024

**JOB SUMMARY:**

Under the direct supervision of the Senior Court Clerk, is responsible for assisting with the day-to-day operations of the municipal court and business office, processing heavy volumes of court transactions and payments and receipting transactions for other City departments; providing excellent customer service to customers via the telephone, email and in person; demonstrating knowledge of municipal court procedures; and doing related work as assigned.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Assist the Senior Court Clerk with all court activities by performing complicated administrative duties and clerical functions requiring considerable discretion and specialized knowledge of the court, court operations, policies, and procedures, as well as the business office;

On a day-to-day basis, provide ministerial support for all court activities to include, entering data for citation records by computer entry, and assisting customers in person and on the telephone;

Assist with processing court cases during all court proceedings, to include updating case files in the Court's case management system as contact is made with customers, judges, prosecutors, defense attorneys, witnesses, and others.

Receive, process and post payments to utility billing, municipal court cases, and to other accounts via computer terminal;

Processes all data entries, postings and transmittals of Failure to Appear Program files to Department of Public Safety vendors;

Prepares official court documents to prepare for court cases. Prepares cases for transfer to other courts as appropriate. Contacts defendants, prosecutors, defense attorneys, officers and others regarding court appearances and non-compliance issues.

Assist Judge in the courtroom, monitors and attends to juror needs, coordinate courtroom activity, to include calling the docket on court day and sign court complaints;

Perform end-of-day daily cash reports and close out reports.

Assist all customers, by telephone, in person, and other means with questions requiring knowledge of business office practices and policies, park reservation system, municipal court legal requirements and court policies

File and maintain records and documents, assisting customers with warrants and tickets, and typing correspondence;

Manages utilities by processing water mail twice daily, sorting mail, tallying batches, entering data, providing bill explanations, verify residential and commercial water meter applications, and collecting customer payments;

Input citations into computer, creating case jackets, and filing warrants;

Performs administrative duties by creating receipts, issuing permits, collecting book fines, and entering wire transactions for the City;

File accurately into electronic case file, monitor cases for compliance, process cases in accordance with legal requirements, and prepares documentation for judges and prosecutors, including warrant of arrest;

Perform arithmetic calculations and data entry work efficiently and accurately;

Serve as liaison between City Prosecutor and attorneys;

Read difficult source documents and computer screen;

Knowledge of or ability to learn appropriate laws, policy or procedures of city operation and the ability to learn court proceedings and retain knowledge;

Ability to prepare and complete all reports and paperwork promptly, legibly, accurately, neatly, and with correct grammar and spelling;

Demonstrate pleasant, courteous, and efficient interactions with the general public, City employees and Department Staff;

Must have the ability to read, comprehend and interpret for others the city codes and ordinances for various departments;

Ability to sit for extended periods of time writing reports, correspondences on the computers;

Use tact, diplomacy and discretion as required;

Skill in oral, written, and communicate fluently in English;

May be asked to work a flexible schedule, to include evenings hours, weekends, and holidays

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, skill in handling multiple task, prioritizing, and to withstand the normal stresses of the workplace; and

Follow and maintain knowledge of the departmental operations in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Read, write and understand written instructions, reports, documents, plans and maps;

Excellent professional customer service skills to include discretion, courtesy, and patience;

Must possess a working knowledge of general office equipment, procedures, and operations

Must be able to work closely with others as part of a team; maintain reliable professional working relationships with other City employees.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use computers, telephone, document scanners, and related software applications, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access. Must be willing to learn how to operate the City’s Court Management software InCode.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoor. Occasional trips outside to various public facilities. Must not pose a threat to the health and safety of self or others.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			N	
Chemical Hazards			N	
Electrical Hazards			N	
Fire Hazards			N	
Explosives			N	
Communicable Diseases			N	
Physical Danger or Abuse			N	
Inclement Weather			R	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				N
Extreme Temperatures				N
Noise and Vibration				N
Wetness/Humidity				M
Physical Hazards				M

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with “X”-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly	F Frequently	O Occasionally	R Rarely	N Never
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2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
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*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Site visits and communicating with co-workers
Sitting	C	at desk
Walking	O	around office environment
Lifting	O	office, supplies
Carrying	O	office supplies
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	O	for supplies and filing
Fine Dexterity	F	While working on computer
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle, getting office supplies
Climbing	O	stairs
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents
Hearing	C	listening coworkers, residence
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (specified if applicable)		

### **JOB REQUIRMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year up to and including three years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education

	is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	High school diploma or GED required; Must be bondable under City's public employee blanket bond. All required licenses and certificates must be current and valid.

**PRIMARY WORK LOCATION**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			