



Deputy Municipal Court Clerk

Supervisor: City Manager
Department: Administration
EEO Category: Administrative Support
FLSA Status: Non-Exempt (full time)
Date Approved: September 6, 2018

Purpose of Position

Serve as the Deputy Municipal Court Clerk assisting the Municipal Court Clerk with all aspects of the Court Department and primary receiver and processor for all fine payments for the Court Department. This position reports to the City Manager and daily work is performed under the supervision of the Municipal Court Clerk.

Responsibilities:

- Import documents and scans traffic, parking and criminal misdemeanor affidavits into computer system.
- Uses computer to retrieve court case information and/or update defendant information
- Maintain a high level of professionalism and confidentiality.
- Greets visitors in court department.
- Electronically file and retrieve court cases and affidavits.
- Respond to record requests in a timely manner including certifying documents.
- Scans and records data into the court's computerized system and on to the appropriate forms and logs.
- Verifies data for accuracy and completeness.
- Enters pertinent information into the Court's computerized system on all court cases for tracking and documentation of the file.
- Prepare court dockets for court presentation.
- Notifies defendants and attorneys of court appearances and prepares subpoenas.
- Assists judge in courtroom and coordinates courtroom activity.
- Opens and verifies mail for court department, removes and records checks, cash, money orders and other court related documents.
- Answers telephone and responds to requests from citizens regarding fines, trial and arraignment hearing dates, adjudication, and other information pertaining to court processes and policies.
- Receives and routes court documents including orders, motions, entries, etc. to ensure accurate and proper filing.

- Initiates all purchases for Court Department.
- Prepare, file and submit failure to comply or appear letters for processing.
- Receives and processes all fine payments.
- Assists Municipal Court Clerk in all duties as set forth in Mississippi Code.
- Other duties as assigned.

Education, Experience & Knowledge:

- High School diploma or equivalent required.
- 2 years clerical business coursework from a college or university is preferred. Court experience preferred. An appropriate combination of coursework and experience may be considered.
- Desirable to have knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Strong analytical skills.
- Knowledge/ability to learn court system operations.
- Ability to identify and initiate work tasks with minimal supervision.
- Strong attention to detail.
- Ability to organize work, set priorities and meet critical court deadlines.
- Must be able to maintain strict confidentiality of court documents and records.
- Must be able to perform data entry.
- Possess strong customer service skills with the ability to remain calm in sometimes stressful situations.
- Good interpersonal and human relations skills.
- Ability to interact positively with vendors/suppliers, co-workers and other departments via telephone or in person.
- Exceptional organizational skills.
- Ability to prioritize work, meet deadlines, and preform in multi-tasking environment.
- Good report preparation skills.
- Ability to plan, organize and maintain an effective work flow.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, department heads, elected officials and the general public.
- Ability to perform basic mathematical computations.
- Knowledge of English language including spelling, grammar, and punctuation.
- Excellent customer service skills.
- Knowledge of “Incode” permitting software, preferred.
- Knowledge of Microsoft Word, Outlook and Excel.

Preferred License and Certifications:

None

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Employee

Date

Supervisor

Date