

## **Full-time**

**Description Rate:** \$16.00 hourly

**Benefits package includes:** Medical(paid by City), vision, dental, life insurance.

**General Purpose of Position:** Performs a wide variety of routine clerical and administrative support work for the Municipal Court Major Duties and Responsibilities Provides support for Municipal Court criminal proceedings

- Assists in administering criminal proceedings and docketing
- Assists in the coordination of court matters with defendants, defense counsel,, jail, alcohol agencies and other levels of the criminal justice administration system
- Prepares court dockets and files
- Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint
- Prepares files for court use; processes timely notices to defendants of trials and hearings
- Responds to requests from Municipal Judge and others for assistance and information
- Manages and coordinates as many as nine dockets per month Provides clerical support for Municipal Court
- Prepares correspondence and maintains records
- Receipts, deposits and accounts for monies for fines, forfeitures and other court receipts
- Receives, logs and indexes incoming filings, citations and complaints
- Receipts bail, fines and penalties
- Performs failure to pay, failure to comply and failure to appear notices
- Constructs new case files, filing and retrieving documents as necessary
- Prepares and maintains appropriate calendars; sets up court hearings
- Maintains records and monitors flow of Mobile Ticketing
- Responds to counter, telephone, and written inquiries Provides support for Public interactions with Municipal Court
- Help with public needs as they approach window
- Find and explain tickets and applicable fines

- Establish payment plans for those unable to pay fines, costs, etc.
- Utilize telephone system to aid Public and direct to appropriate extensions
- Performs other duties as directed.

**Requirements Education and Experience:** The person in this position must have a high school diploma or its equivalent with specialized course work in office practices such as typing and filing, and two years prior work experience in clerical, secretarial, paralegal or administrative work, or any equivalent combination of education and experience. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations is vital for this position.

**Licenses and Certifications:** A valid driver's license is required

Equal Opportunity Employer

M/F/Disabled/Veteran