

**CITY OF STONE MOUNTAIN
JOB DESCRIPTION
Updated August 4, 2017**

POSITION TITLE: COURT CLERK

REPORTS TO: CITY MANAGER

DEPARTMENT: MUNICIPAL COURT

NATURE OF WORK:

This is a supervisory position responsible for overseeing the daily operations of the Municipal Court. Work involves coordinating all court functions, assisting the judge and solicitor with court proceedings, processing court cases as directed by the judge, and maintaining municipal court records in accordance with prevailing laws, municipal policies and procedures. Duties are performed independently under the general supervision of the City Manager and in coordination with the Municipal Court Judges.

MAJOR RESPONSIBILITIES AND DUTIES:

Plan, supervise and evaluate the work of departmental personnel; instruct and train departmental personnel in the policies, procedures, and administrative systems of court; make recommendations to the City Manger for new hires in Municipal Court; conform departmental operations to the City's written Personnel Policies and Procedures.

Direct, coordinate and administer customer service functions timely, courteously and fairly; respond to inquiries from the general public, attorneys, other law enforcement agencies and Courts regarding Municipal Court cases; provide routine court-related information to the public; monitor the City's internet web page for Court Services and submit content updates as needed.

Plan and administer operations of court functions; have thorough knowledge of the electronic docketing system; manage the flow of cases through the court; direct administration of the court case management process, case subpoena process, and license suspension process; manage the systems for archiving and retrieval of all records; maintain standard operating procedures manual.

Maintain compliance with all applicable laws, rules, regulations, standards, polices and procedures; make timely response to requests made pursuant to Georgia's Open Records Law.

Maintain the Municipal Court calendar and notify defendants, witnesses, and attorneys of court dates.

Receive citations daily; calculate fine amount; enter information into electronic court docket book; prepare court docket for Municipal Court.
Manage the policies and procedures for the regulation of bail bond companies.

Manage the disposition of cases placed on probation.

Attend Municipal Court and perform all duties of court clerk, including recording disposition of cases on citations; accepting payment of fines; process driver's license suspensions, revocations and other notices issued by the presiding judges; issue contempt of court letters and warrants as authorized by the Judges.

Submit reports on final disposition of charges of Municipal Court cases to the Georgia Crime Information Center within required time limits; file reports for all State mandated fee collections within required time limits.

Send court cases, reports, tracking sheets, and other information to other courts and agencies as required by laws and existing procedures.

Maintain court fine payment schedule and perform duties necessary for collection of fines; submit cash and other receivables to General Accounting for deposit and entry into the general ledger according to schedule; include all reports necessary to balance general ledger to court records.

Assist in the preparation of the Municipal Court operating budget; monitor expenditures to ensure compliance with adopted budget.

Access Georgia Crime Information Center (GCIC) computer system to obtain driver's license histories and other information needed to prepare court docket.

Be a certified Terminal Agency Coordinator (GCIC Council Rule 140-1-.02) to manage CJIS network related operations to ensure compliance with relevant laws, regulations, and policies.

Manage all routine functions of the office of Municipal Court Clerk, such as requisitions, equipment maintenance, computer software maintenance, receipt, and distribution of mail; prepare correspondence and other documents as requested by the Judges.

Attend training courses as may be required for the position.

Perform related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

Bachelor's degree from an accredited college or university with emphasis in business, public administration or related field is required. The position requires three (3) years of progressively responsible experience in municipal court administration, court procedures, customer service,

records management, financial management and desktop computer software operations, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for the position. Must possess and maintain valid Georgia Crime Information Center (GCIC) operator certification and Georgia driver's license.

Knowledge, Skills and Abilities

- Knowledge of the procedures and practices required for the efficient operation of the Municipal Court.
- Knowledge of business English, mathematics, and spelling.
- Knowledge of the operation of personal computers and Microsoft Word processing and Excel spreadsheet software programs.
- Knowledge of the policies and procedures of Municipal Court record keeping and court clerk work.
- Knowledge of Georgia Crime Information Center (GCIC) procedures.
- Knowledge of the State laws regarding misdemeanors and felonies, misdemeanor fine schedules and code violations.
- Ability to understand and follow complex oral and written instructions.
- Ability to plan and implement improvements to the operations of the Municipal Court
- Ability to identify needs, develop long and short-range plans and evaluate outcomes.
- Ability to be fair and courteous in communicating with the general public in person or on the telephone.
- Ability to maintain confidentiality in conducting Municipal Court business.
- Skill as an accurate typist.
- Ability to apply established policies and procedures to assigned job duties.
- Ability to work independently and to supervise the work of others.
- Ability to establish and maintain effective working relationships with other city employees and the general public.

OTHER REQUIREMENTS:

Possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR).

Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities.