

Job Title: Clerk of Court

Reports to: Court Administrator - Municipal Court

Department: Administrative Services, Municipal Court Division

Hours: Hours vary based on court schedule. Court hearings are held on weekdays during regular business hours. May be required to work weekends, occasionally.

Purpose of Work:

The Court Clerk provides administrative and clerical support during regular business hours and in the courtroom during courtroom proceedings, engages in and supports change in the improvement of the City's municipal court system, demonstrates a commitment to work collaboratively with other members of the Municipal Court team to ensure the court operates efficiently and accurately while maintaining a high level of customer service to the general public, judges, attorneys, police staff and other City employees.

Major Responsibilities:

- Responds to front window, telephone, written and email inquiries.
- Responds to inquiries, questions and complaints from the general public and court related personnel regarding court policies, procedures, personnel or specific cases.
- Prepares court calendars for court sessions.
- Prepares the courtroom for municipal court hearings.
- Records disposition of cases identified by docket reports; complete disposition sheets during final calendar call.
- Enters disposition/adjudication and conditions in court management software in real time during the course of court.
- Ensures forms are signed by judge prior to the end of each court session and made available for payment.
- Scan and file various legal reports, records, citations and all other documents pertinent to the court.
- Assists in the maintenance of court dockets, court records and files, all pleadings and notes of all depositions and cases.
- Prepares and processes records, forms and other legal papers for court such as court dockets, expungement (record restrictions) papers, citations, warrants and jail cases.
- Ensures all court documents are complete, accurate and in compliance with State of Georgia law and court procedures.
- Assists with posting and obtaining information via GCIC network.
- Attends court and assist judge, solicitor and public defender during the course of court as required
- Prepares various reports, summaries and other correspondence as assigned by the Court Administrator.
- Validate records, receipts and payments according to established court procedures.
- Attend and participate in training opportunities relevant to the position.

- Maintains the relevant certifications as required by the position.
- Performs other City functions, as needed.

Competencies and Skills

- Must have strong verbal and written communication skills
- Ability to communicate with confrontational people and handle stressful situations
- Ability to effectively be accountable for the proper care of receipting and documentation
- Ability to correctly interpret and apply the laws, codes, policies and procedures related to the processing of court documents.
- Ability to operate GCIC system in inquiry criminal and driver history reports
- Ability to establish and maintain effective working relationships with coworkers, other agencies, courts and the general public.
- Ability to work independently as well as in a team setting.
- Knowledge of DDS rules and regulations.
- Knowledge of statistical record-keeping techniques, bookkeeping and legal terminology
- Personal computer skills, including word processing software, keyboard, scanner, computerized fax system, attention to detail and high level of accuracy. Ability to use computer software such as Microsoft Office Suite, Adobe products and AV (Audio/Visual) systems.
- Understand and carry out moderately difficult written and oral instructions for operation of court software and completing forms.
- Ability to use the Georgia Computerized Criminal History (CCH) system.

Preferred Qualifications:

- Comparable courtroom experience.
- Municipal Court Clerk certification
- Notary Public certified
- GCIC certified
- Terminal Agency Coordinator (TAC) certified

Minimum Qualifications & Physical Requirements:

- High school diploma or GED equivalent, experience in record management, legal office work, office administration, customer service, and personal computer operations.
- Ability to attain GCIC operator certification within thirty (30) days of employment.
- Ability to attain Terminal Agency Coordinator (TAC) certification within ninety (90) days of employment.
- Ability to attain Municipal Court Clerk certification within twelve (12) months of employment.
- Considerable experience in performing secretarial, clerical related work.

- Must possess, or have the ability to obtain a valid State of Georgia driver's license (Class A, B or C) with a satisfactory motor vehicle record (MVR).
- Good knowledge of modern office procedures and practices including English, arithmetic and spelling.
- Must have professional and pleasant demeanor.
- Have no violations of moral turpitude.
- Have the ability to lift and carry heavy objects (10-50 lbs.) sit, bend, squat, and twist on a daily basis.
- Have the ability to sit for long periods of time using office equipment and computers.
- Must have ability to deal with constant interruptions, noise, frequent modifications to tasks to adjust priorities and meet critical deadlines.

Salary & Benefits:

- Salary commiserate with experience and qualifications
- Defined Benefit Pension Plan
 - 5% Employee Contribution with 5% Employer Matching
 - Vested in 5 Years
- Optional 457(b) Retirement Program (Employee-only contributions)
- Paid Short Term and Long Term Disability for employee
- Paid Life Insurance for employee
- 10 Vacation Days per year (Increases with seniority)
- 10 Paid Holidays per year
- Sick Leave, earned at 2 weeks per year.
- Employer paid health & dental insurance for employee.
- Vision Insurance Plan available.