



Job Title	Clerk of Court	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	12085

Class Specification – Clerk of Court

Summary Statement: The purpose of this position is to direct the supervisory, technical, and administrative activities of court operations including case records, appeals, and record retention. This is accomplished by providing leadership to court support services under the direction of the Court Administrator and presiding judge’s authority. This position oversees the day-to-day operation of court activities by managing ambiguities and interdependencies beyond normal court boundaries; assisting with creating an effective and high performance work environment; supporting and advancing innovation for improvements in court processes; and developing strategies to make the court understandable, accessible, and responsive to the general public. Other duties include administrative support in carrying out the court’s mission, vision, and core values.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
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Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
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25%	Assists the Municipal Court Administrator in providing leadership and court support services under the presiding judge’s authority. Provides administrative support to judiciary for carrying out branch goals and objectives. Oversees the Clerk’s office records and fiscal responsibilities, courtroom operations, jury duties, appeals, and transcript process; schedules court calendar; and manages efficient case flow processing. Assists in developing and implementing policy and procedures. Performs quality assurance of court records; may act as Court Administrator in their absence; and participates in ad-hoc committees and meetings representing the court’s interest.
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20%	Oversees the operational case flow process through the court and case lifecycle. Promotes and maintains the integrity of official court records; monitors legislations for impacts to court operational procedures; monitors and evaluates case flow procedures; drafts court orders; makes recommendations for improvement of workflow; certifies official court record for appeals and transcript requests. Supports and consults with Presiding Judge and Associate Judges on complex or sensitive pending cases.
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20%	Serves as the Custodian of Record; and primary focus is the retention of reliable and accurate court records for public access as prescribed by law. Establishes and maintains procedures for the security protection of confidential records; oversees the supervision of records management activities and the maintenance of manual and electronic records maintained by the court. Participates and advises in the design, development, implementation, and enhancement of case management software; oversees the capture
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	of court audio recordings; initiates and reviews audits to ensure duty as court of record; and verifies appeal record accuracy.
15%	Leads or manages projects; and serves in an advisory role on designated projects. Evaluates RFI and RFP submittals and makes recommendations; evaluates, manages, and mitigates project risks; makes recommendations for improvements to existing standards and procedures; may serve as contract administrator for specialized contract services including monitoring service delivery and compliance. Serves as court liaison with other justice agencies representing the court's interest.
10%	Attracts, motivates, and retains qualified court staff. Interviews job applicants; completes performance evaluations; may perform disciplinary actions and recommend termination. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of court staff; establishes schedules and methods for providing assigned functions and services; and assists the court administrator in assessing needs for training and providing the necessary training for court staff.
10%	Enforces and carries out the fiduciary duties set forth in the collection and reconciliation of City revenue. Assists in identifying and acquiring new revenue sources for the court; participates in the preparation and administration of the assigned budget; submits budget recommendations to the Court's Executive Team; monitors expenditures; and prepares reports and presentations including fund intake.

Competencies Required:
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. 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.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in social sciences, psychology, sociology, business administration, public administration, or a related field.

Experience: Five years of full-time responsible Municipal Court experience including one year of administrative or lead supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Occasionally
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, court case management software, and criminal justice information systems.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: November 2014