



Job Title	Municipal Court Clerk I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	5	Job Code	12092

Class Specification – Municipal Court Clerk I

Summary Statement:

The purpose of this position is to perform, in a team-oriented environment, a variety of clerical duties in support of the court and the business processes; provide prompt access to justice with internal and external customer service through electronic communication, telephone support, and personal interactions; accountable for all aspects of the position including case management, records processing, and file maintenance; interprets and carries out judge’s orders; creates and maintains official court records; researches cases; schedules court dates, files pleadings, and related court documents; processes payments, reconciles cash drawer, and monitors outstanding payment plans; issues and serves subpoenas, certifies court documents, and provides court testimony; notifies law enforcement of wanted individuals; and authority may be granted as a special police officer appointment for service of warrants and initiation of summons and complaint from converted parking tickets. Job responsibilities are carried out according to established court policies and procedures, City ordinances, state statutes, and within guidelines of the Colorado Municipal Court Rules of Procedure and Colorado Criminal Rules of Procedure.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Municipal Court Clerk series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	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.
65%	Determines the needs of court customers and proceeds appropriately in accordance with current policies and procedures; acts as liaison between defendants, court personnel, and judges; builds productive customer relationships; interprets and explains court orders and instructions; creates and maintains official court records; advises defendants of processes and procedures for case resolution; responds accordingly with follow-up action; researches cases and provides prompt responses; schedules court dates; provides referral information; converts parking tickets to summons and complaints and



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	provides testimony in court; answers a large volume of calls through main phone lines; enhances public trust and confidence through coordination with law enforcement in the service of warrants and detainment of defendants; and follows established safety and security procedures.
20%	Ensures the integrity of financial transactions in accordance with auditor requirements; accurately accepts, verifies, and processes all case payments; processes non-sufficient funds collections; maintains escrow accounts such as jury deposits and bail for payment, refund or forfeiture of funds following established procedures; reconciles daily cash drawer; processes, completes, and compiles all reports, forms, and supporting documentation for daily deposits; follows security procedures; provides a proactive approach to collection of outstanding funds through phone calls and reminder letters; tracks outstanding balances and responds accordingly through appropriate follow up actions; and submits requests for warrants as necessary.
10%	Provides court records management and file maintenance by reviewing, processing, and preparing all criminal, traffic, and parking citations received by the court; maintains accurate physical and electronic court records; provides technical support and services to judges, court staff, and other court participants in the preparation of court dockets and related paperwork; processes legal pleadings and reviews for legal sufficiency and proper service; files and/or scans court related documents; issues and serves subpoenas; prepares a variety of forms, documents, ad-hoc letters, and correspondence; certifies court documents; and protects and maintains confidential records according to established policies and procedures.
5%	Processes incoming and outgoing mail; distributes documents received by the court; maintains audit trails of all mail payments received; generates reports; researches information; authenticates proper jurisdiction and summarizes information; updates files; follows up on inquiries; and verifies information.

Competencies Required:

Human Collaboration Skills: Decisions regarding implementation 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.



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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: Basic: Ability to perform the four basic arithmetic operations (Addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a technical field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision making abilities appropriate to the work environment of the organization.

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: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: One year of full-time clerical support experience including cashiering and public contact experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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



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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received: Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to the methods, procedures, and desired end results. There is some opportunity for discretion or making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
This job title has no budgetary/fiscal responsibility.

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

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

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



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Specialized Computer Equipment and Software:

Microsoft Office, specialized court case management system, and access to outside agency 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: August 2014