



Job Title	Municipal Court Clerk II	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	12093

Class Specification – Municipal Court Clerk II

Summary Statement:
 The purpose of this position is to provide advanced level clerical duties in support of the court and its business processes; provides full performance duties in the Municipal Court Clerk series; performs accounting activities in compliance with applicable standards and specifications including daily deposit reconciliation and financial reporting; processes payments; reviews and verifies the accuracy of individual Municipal Court Clerk I deposits; consolidates and prepares court deposits; receives, reviews, and processes traffic and criminal warrants; verifies case files and documents for legal sufficiency; creates and maintains official court records.; acts as liaison between defendants, court personnel, and judges; assist the public; accurately interprets judges and court orders regarding cases; schedules court dates and processes bonds and court orders; Other assigned duties include: trains Municipal Court Clerk I(MCCI) and Office Specialists; processes bankruptcies, perform audits, prepares refund checks, maintains petty cash and checkbook, generates and maintains various statistical reports, and process NSF checks. Job responsibilities are carried out according to established court policies and procedures, City ordinances, state statutes, and within the guidelines of the Colorado Municipal Court Rules of Procedure and Colorado Criminal Rules of Procedure.

DISTINGUISHING CHARACTERISTICS:
 This is the full journey level class within the Municipal Court Clerk series. Employees within this class are distinguished from the (I level) by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I, or when filled from the outside, have prior 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.
15%	Provides court records management and file maintenance by reviewing, processing and preparing all criminal, traffic and parking citations received by the court; 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 filed with court; prepares a variety of forms, documents, ad-hoc letters, and correspondence;



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	certifies court documents; reviews, assesses and secures confidential records according to established policies and procedures; and maintains accurate physical and electronic court records.
25%	Verifies individual clerk batches; balances monies received; verifies paperwork is complete and accurate; prepares bank deposit; prepares reports and enters into PeopleSoft; maintains supporting documents; accounts for and maintains petty cash bag and reimbursements; prepares financial documents; maintains statistical reports; process NSF checks, prepares correspondence and monitors for payment; maintains court checkbook by reviewing reports, researches cases, and prepares checks; clears and updates court case management system for check refunds; audits cash log; verifies proper application of payments, reviews proper procedures have been followed; prepares audit reports; researches, reviews and processes bankruptcy filings.
20%	Provides customer service by reviewing and comprehending legal pleadings and judge's orders applying statutory limits and established guidelines of the Colorado Municipal Court Rules of Procedure and Colorado Criminal Rules of Procedure and local procedures. Schedules/reschedules proceedings with appropriate individuals; other duties may include: completing record requests and background checks per established guidelines; reviews, assesses and maintains various court records; coordinates with outside agencies regarding cases. Converts parking tickets to summons and complaints and provide testimony in court. Answers and initiates calls through main phone lines. Enhances public trust and confidence through coordination with law enforcement in the service of warrants and detainment of defendants; follows established safety and security procedures. Reviews and summarizes legal pleadings and judges orders; maintains and secures confidential records according to established policies and procedures; assists court personnel; and provides documents and information to customers.
5%	Opens, reviews, and distributes all mail received by the court. Maintains audit trails of payments received; generates reports; researches information; updates files; follows up on inquiries; and verifies information; and addresses specific requests regarding warrants.
25%	Issues warrants by interpreting judges' orders, verifies documents for legal sufficiency; process show cause bondsman, subpoena for a parent, and contempt citations



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	<p>according to judges' order and policies and procedures; reviews, processes, and enters PR bonds; schedules bond return dates; identifies case for Non Resident Violators Compact, and validates non-compliance; ensures cases have been resolved according to judges' orders or local process; reviews and processes bond records according to rules set forth by state statutes. Reviews and processes; PR bonds; schedule bond return dates; identifies process and monitors NRVC (Non Resident Violators Compact) cases; ensures cases have been resolved according to judges' orders or local process; reviews and processes bond records according to rules set forth by state statutes. Answers a large volume of calls through the Court's Warrant phone line; assists and provides callers with accurate court information in accordance with current policies and procedures specific to warrant information; determines the needs of callers and transfer them to other departments or refers callers to appropriate outside agencies; interprets and explains court orders and instructions regarding current case status, dispositions, and court-ordered sanctions to departments, the public and other agencies; advises defendants of processes and procedures for case resolution; coordinates and schedules cases via fax in accordance with court policy; and reviews and processes Mail Dispositions.</p>
5%	<p>Prepares courtroom for session; enters judicial directives into court case management system; reviews case documents and provides assistance to ancillary personnel to ensure compliance with Judge's directives; ensures accuracy of courtroom minutes and resolves compliance and non-compliance issues; assists Jury Commissioner process payments from petty cash to jurors and authenticates signatures for paid jurors; assists with verification of completed jury summons; and validates parking and jury check in.</p>
5%	<p>Trains front counter staff on policies and procedures; advises and interprets rules, policies, and procedures for front counter staff; assists with proper documentation and proper data entry; reviews for accuracy; and acts as a liaison for court appointed attorneys.</p>

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. 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) supplemented by specialized legal or secretarial training or college level coursework in the legal or other related field.

Experience: Two years 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.



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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: Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.
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Supervision Received: Receives General Direction – The employee normally performs the job by following established standard operating procedures and/or policies; there is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
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Fiscal Responsibility: The job title prepares accounting, budget, employment actions, and purchasing actions; and does research to justify language used in documents for a unit or division of a department.
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Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
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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 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