



Job Title	Senior Municipal Court Clerk	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	12192

Class Specification – Senior Municipal Court Clerk

Summary Statement:	
<p>The purpose of this position is to perform highly responsible clerical and technical duties as lead worker in support of the Violations Bureau. This is accomplished by exercising lead supervision of the Office Specialist and Municipal Court Clerk I & II functions. The Senior Municipal Court Clerk performs duties requiring specialized technical knowledge of practices and procedures used in administrative case management support of court record activities. Other duties include performing assigned duties of the Office Specialist and Municipal Court Clerk I and II. As liaison for the section, the Senior Municipal Court Clerk is a skilled resource for the judicial bench, court management, staff, and the public.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
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.
70%	Provides lead administrative support and supervision of the Office Specialist, Municipal Court Clerk I & II functions. Coordinates and delegates work duties of staff to assure necessary coverage; manages workload distribution, and staff coverage; ensures work completion adheres to approved policies and procedures; reviews staff work product for accuracy and completeness; provides direction to staff; documents staff performance issues; performs work audits; participates in interview and selection process; assists with developing programs for training new hires; coordinates and provides inter-departmental cross-training; participates in scheduled meetings and ad-hoc committees with outside agencies, court management, and senior staff; and works to provide solutions and improvements to existing systems.
10%	Interprets and carries out directives of judges; reviews, researches, and summarizes case data using varied information systems; reviews and prepares cases for administrative docket; identifies, analyzes, and resolves problem cases; administratively closes cases based on established policy and procedures; determines case administrative actions; and processes and monitors reports to maintain integrity in court data.
10%	Ensures data integrity and troubleshoots, tests, trains, and accepts modifications and enhancements; provides court case application assistance to court staff; advises court staff on computer entry to process cases records accurately; and reviews processes and monitors administrative reports in accordance with established policy, procedure, statutes, and state agency guidelines for reliable record sharing across agencies.



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5%	Reviews staff batch processing for errors in calculations and data entry; researches and processes case refunds, voids and transfers, chargebacks, and signs petty cash checks; and adjusts case financials in accordance with judicial orders.
5%	Performs all duties of the Office Specialist and Municipal Court Clerk I & II.

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.	
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.	
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: Five years of full-time responsible clerical support experience including cashiering and public contact experience.	



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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: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.

Supervision Received: Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

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.

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