

JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employee's assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities and skills required.

Job Title: Clerk of Court Part-time and Full-time

Date of the Description: March 19, 2021

Job Summary: Performs clerical and administrative duties assisting the Clerk of Court with day-to-day operation of the Municipal Court.

Essential functions:

1. Retrieves tickets and affidavits for criminal warrants from dispatch and enters them in the computer.
2. Transmits general session's tickets and bonds.
3. Assisting with Court preparation: Gathering ticket, warrants and defendant letters and attorney letters.
4. Attend court proceedings.
5. Assisting with the preparation of all Court hearings.
6. Assisting with the setting up of the Standard Time Payment (STP's).
7. Sending delinquent letters and following up on the payments of fines and restitutions.
8. Informs the Clerk of Court of all Alternative to Violence (ATV's) and Pre-Trial Interventions (PTI's) and updating the information in the computer.
9. Prepares transmittals for traffic citations to the Department of Motor Vehicles.
10. Files Victim Advocate forms by case number and notifying victims of court hearings.
11. Files bonds, booking reports, and preliminary and jury dockets for court.
12. Receives monies for the Judicial Department and turns all monies over to the Finance Department daily.
13. Provides the Judge with a copy of the finance report, and signed receipt.
14. Prepares dockets for Chief of Police, Assistant Chief of Police and Victim Advocate for court.
15. Prepares the list of defendants that are to be transported from Effingham to Lake City court.
16. Performs all other duties as assigned

Marginal job functions:

1. General administrative and clerical functions: answering the telephone and processing mail.
2. Preparing correspondences and copying.
3. Data entry and filing.
4. Assist the auditors by gathering any information as needed.

Skills required performing the duties of the job:

1. Must be well informed of current judicial courtroom proceedings.
2. High standards of accuracy in exercising duties and responsibilities in order to immediately correct any quality deficiencies that occur in area of responsibility.

Educational requirements needed to perform the duties of the job:

1. High School Diploma
2. Two (2) years of related experience

Weightlifting or other physical requirements to perform the duties of the job:

1. Physical Ability: Ability to sit continuously at a computer terminal for an extended period of time; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; and the ability to reach into file drawers in standard four-drawer filing cabinets. Lifting of no more than fifteen (15) pounds
2. Visual Ability: Ability sufficient to effectively operate office equipment, including copier, computer, fax machine, etc.
3. Hearing Ability: Hearing Ability sufficient, to hold conversation with other individuals in both person and over telephone
4. Speaking Ability: Sufficient to communicate effectively with other individuals in person and over a telephone

Safety:

This position is required to comply with all City of Lake City policies regarding safety.

Job Description Approved by: _____

Title _____ Date: _____

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Received by: _____ Date: _____