

TITLE:	Municipal Court Clerk/Administrative Assistant	GRADE:	24
		JOB CODE:	8810
PREPARED:	November 2015	FLSA:	Non-Exempt
UPDATED:	September 2019	REVISION #:	1

Summary: Performs legal clerical work of routine difficulty in support of the Municipal Court; performs other work as assigned or required. This position works under close supervision with assigned routine/standardized or recurring duties. With experience, incumbents work more independently on an expanded variety of assigned duties. Specific instructions and guidelines are given with work assignments. Work performed and decisions made affect routine operations. This position places a high importance on maintaining the confidentiality and integrity of the Municipal Court.

Distinguishing Characteristics: This is an entry level position requiring the skill and knowledge of the use of various office equipment, filing systems, and ability to perform standard legal clerical tasks. This position reports to the Municipal Judge and Town Manager.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Files, docket and calendars cases.
- Responds to inquiries from the public, attorneys, case witnesses and law enforcement at counter or by phone without giving legal advice.
- Performs general clerical duties in traffic, criminal and local ordinance cases.
- Prepares summons, warrants, subpoenas and claims for signature.
- Processes all citations.
- Receives and receipts fines, fees, bonds and other monies.
- Processes tax interception and FARE monies.
- Prepares quarterly and monthly reports.
- Processes daily deposits and transports to banking facility.
- Reconciles month end reports according to M.A.S. and abides by Supreme Court as well as Town policies.
- Researches and compiles data in preparation for audits, provides information and /or assistance to auditors as required.
- Continuing education hours (16) are required annually by the Supreme Court.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

The knowledge, skills and abilities listed below are required to allow the employee to perform the duties listed above.

Knowledge of:

- Court procedures and services.
- Legal terminology and business English.
- Modern office practices, procedures and equipment.
- Court software program "AZTEC" helpful but not a requirement.

- Knowledge of local, state and federal statutes, and Municipal Code.
- Knowledge of record keeping and records management.
- Skill in entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing and maintaining effective working relationships with co-workers and the public.
- Skill in providing effective customer services, and dealing tactfully and courteously with the public.
- Skill in communicating clearly and concisely, both verbally and in writing.

Skill to:

- Operate computer, scanner, calculators and/all office machines.
- Keep inventory of the departmental supply room and order supplies.

Ability to:

- Multi-task and assist as with courtroom duties for the magistrate, attorneys as needed.
- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.

Education, Experience, Certifications and Licenses:

- High school diploma or GED equivalent; AND two (2) years' experience in government administration and event planning; OR an equivalent combination of education and experience.
- Must possess valid Arizona Driver's License.

Environmental Factors and Conditions/Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required

- To sit for extended periods of time.
- Ability to speak and hear.
- Use of hands and fingers to handle and feel objects, operate tools, or controls.
- Reach with hands and arms.
- Occasionally required to stand, and walk.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is routinely performed in office environments with minimal exposure to inclement weather, and varying temperatures