

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Municipal Court Clerk	<i>Pay Grade:</i>	EAP-10
<i>Department:</i>	City Manager-Municipal Court	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Public Safety Building (2 nd floor)	<i>Reports to Position:</i>	City Manager
<i>Effective Date:</i>	January 30, 2018		

JOB SUMMARY
Responsible to the City Manager as Chief Administrator and Department Head of Municipal Court. Oversees Municipal Court operations. The Clerk has accountability to Municipal Court for all uniform traffic tickets and complaints; moneys received and record of offenses.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES
<p>The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.</p> <ul style="list-style-type: none">• Work closely with the Municipal Court Judge in carrying out administrative tasks that are not required for completion by the Judge• Hold interviews, evaluate applicants and making hiring recommendations for positions within Municipal Court• Research literature to maintain current information on practices and procedures• Develop and obtain approval for annual Municipal Court budget• Carry out moderately complex clerical and financial record keeping functions for the effective and efficient operations of the Municipal Court

- Additional responsibilities as granted under the law including: issuance of arrest warrants, granting of bail in minor misdemeanor prosecutions, receiving plea of guilty in minor misdemeanors where a schedule of fines has been prescribed by rule, accountability to Municipal Court for all uniform traffic tickets and complaints, moneys received and records of offenses and any such other authority as may be granted by law

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma or GED required, Associate's degree or higher education preferred

Experience

Previous experience working with municipal citations

Minimum two years previous supervisory experience

Licenses or Certifications Required

Valid driver's license as annual training held out of town is required

Certification as a Municipal Court Clerk/Magistrate through the Alabama Municipal Court Clerks and Magistrates Association

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Concepts and principals of office administration including procedures, equipment and work methods
- Use, operation and capabilities of various office equipment and machines to include scanners, computers, fax machines and copiers
- Extensive use of Microsoft Office software to include Word, Excel, PowerPoint and Access

Ability to:

- Perform simple math calculations to perform financial calculations
- Comprehend moderately complex administrative material
- Compose comprehensive and grammatically accurate correspondence, forms or other reports
- Establish and maintain effective working relationships with Judges, Police Officers and the general public

- Delegate workload and provide supervisory guidance as needed
- Handle sensitive or confidential information discreetly
- Multitask and be detail oriented while still meeting deadlines
- Work after hours or on weekends as requested/scheduled
- Travel overnight to attend meetings, training or other activities

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will primarily be in a standard office setting

Physical Demands: See accompanying page for details

Key Working Relationship: Municipal Court Judges, City Manager, Police Officers and the General Public

APPROVAL/ACKNOWLEDGEMENT

Department Head	<u>Municipal Court Clerk</u> Title	Date
Human Resources Director	<u>HR Director</u> Title	Date
City Manager	<u>City Manager</u> Title	Date
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – MUNICIPAL COURT CLERK

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

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0%-10%
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Occasional
11%-33%
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34%-66%
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LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

MOVEMENT				
Bend/Stoop/Twist	X			
Crouch/Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	4	8
Stand	1	1
Walk	1	1

Additional Considerations (including clarification of any of the above)

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	