

Town of Edisto Beach

Municipal Court Clerk

DEPARTMENT	Municipal Court	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	Town Administrator	CIVIL SERVICE	No
STATUS	Full-Time	EFFECTIVE DATE	TBD
SCHEDULE	Monday-Friday, 8-4:30	SAT., SUN., HOLIDAYS	Rarely
OVERTIME	As Needed	PAY RANGE	TBD

GENERAL STATEMENT OF DUTIES

Employee performs moderately responsible, diversified administrative duties such as clerical and record keeping in support of the operations of the Municipal Court and assists in other functional areas of the Town. This employee requires minimal guidance or oversight and performs complex clerical duties and administrative duties as directed by the Police Chief. Employee responds to requests for information within the scope of authority. Information obtained through the court should be kept confidential and not discussed.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Performs the duties of the Municipal Court clerk and oversees the efficient administration of the Municipal Court under the direction of the Municipal Court Judge.
2. Greet visitors, answer telephones and transfer calls to other departments.
3. Answer questions regarding municipal court and respond to requests for information.
4. Enter data into computer data management system, develop reports and print reports.
5. Process cases, set arraignments, jury and trial dockets by documenting authorized payment plans; complete defensive driving forms; set cases on deferred disposition as required by the Judge; assists juveniles with community service requirements; mail juvenile notices to parents; and issue balance due letters and show cause notices to defendants;
6. Process jail and bonding paperwork; attach original warrants to the corresponding file; process credit for jail time served;
7. Print court docket on court date.
8. Perform clerk duties by assisting the Judge at arraignment, trial by Judge and jury dockets; prepare and mail summons; select and mail jury summons; and prepare jury panel for cases.
9. Prepare documents for warrant collections by copying and stamping original warrants; issue Failure to Appear letters and obtain necessary signatures.
10. Maintain supplies and files.
11. Process payments by taking payments over the counter, over the phone, and by mail; post and receive cash and surety bonds; process and balance cash drawer; receive and clear warrants paid by mail, phone or counter; print end of day reports and other cash receipt reports;
12. Type and proofread a variety of reports, letters, memos and spreadsheets.

13. Conduct disposition of records according to established records management policy.
14. Assist other department heads and Town Administrator as needed.
15. Obey safety rules and exercise caution in all work activities.
16. Assist Police Chief and Officers.
17. Victim services.
18. Other related duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. General office and secretarial skills; basic computer knowledge and accurate keyboarding skills.
2. Must be able to work well in a team environment with minimal supervision.
3. Intermediate ability to deal with real numbers; practical application of fractions, percentages, ratios/proportions and measurements
4. Basic ability to write simple sentences containing subject, verb and object; and /or series of numbers, names and addresses.
5. Position requires self-motivation, excellent organizational skills and positive attitude in dealing with public, the Judge and co-workers.
6. Dependability, reliability and good attendance required.
7. Must utilize independent judgment and decision-making abilities, as necessary.
8. Ability to perform multiple tasks simultaneously in a team environment and with minimal supervision.
9. Professional attitude, tact and courtesy necessary to deal with internal and external customers.
10. Skill in use of a calculator, computer terminal, personal computer, internet search engine and other related office machines.
11. Ability to maintain clerical records and compile reports from these records.
12. Ability to type with accuracy at a moderate rate of speed.
13. Ability to express ideas effectively orally and in writing.
14. Ability to understand and follow moderately complex oral and written instructions.
15. Ability to establish and maintain effective working relationships as necessitated by work assignments.
16. Must have ability to maintain confidential information.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS.

High School Diploma or General Education Development Certificate.

MINIMUM EXPERIENCE REQUIREMENTS.

One-year Municipal Court, general office or secretarial experience.

MINIMUM LICENSE REQUIREMENTS.

Must possess a valid driver's license and be able to secure a South Carolina Driver's License upon employment.

PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation which enables the employee to operate a personal computer, telephone and other related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation which enables the employee to function efficiently in a general environment.
- Ability to lift and move 20 to 25 lb boxes.
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ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

PREFERENCES

Previous experience in municipal court preferred.

Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee's Name Print

Signature

Date

Town's Authorized Representative

Signature

Date

Note: *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*