

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Court Clerk **GR:** 103 **FLSA:** Non-Exempt **DATE:** 11/14/2023
DEPARTMENT: Municipal Court **DIVISION:** N/A
REPORTS TO: Court Supervisor **APPROVED:** _____ **JOB CODE:** 3031

GENERAL DESCRIPTION:

Under general supervision, performs responsible legal clerical work in processing of cases before the court including data entry, filing, preparation of reports, and handling of funds. Ability to multi-task in a fast paced setting and meet deadlines in a highly productive department. Work varies, limited judgment is exercised within prescribed standards and procedures with some leeway for discretion and independent action.

TYPICAL DUTIES:

- Makes entries to and maintains court docket and case files.
- Records and files cases and appropriate information and disposition of cases.
- Sets up court dates with defendants.
- Receives, receipts and accounts for fines and bonds payments and exonerations.
- Handles in-person and phone inquiries and requests for assistance.
- Prepares, submits and receives records, reports and other appropriate data to/from other agencies and departments.
- Maintains financial records and deposits money.
- Prepares warrants and subpoenas; prepares video dockets.
- Assists defendants in understanding court procedures.
- Uses clerical supplies and equipment; trains new clerical employees.
- Works with exercises discretion when handling confidential information.
- Provides assistance to and acts as secretary for the Judge during court.
- Performs overtime as needed and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Two (2) years of general office work.
- Two (2) years in a court or legal setting preferred.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Organize files and maintain accurate records. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

ESSENTIAL JOB FUNCTIONS (CONT'D):

Apply attention to detail and critical thought when processing or handling court information and/or other highly sensitive records. (Daily)

Type accurately at or above 40 words per minute. (Daily)

Receive and account for all funds properly. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS CONTINUED:

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Minimal amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 75 percent of the time.

Reaching: Occasional, overhead as well as horizontal.

Vision: Adequate to perform essential functions.

Color Vision: Adequate to perform essential functions.

Hearing: Adequate to perform essential functions.

Speech: Frequently express ideas and be understood.

Eye/ Hand/ Foot/ Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: Minimal exposure.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend computer software principles.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Calculator, copy machine, computer, fax machine, printer, scanner, and telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.