

## **CITY OF STONE MOUNTAIN CLASS SPECIFICATION**

**POSITION TITLE:** COURT CLERK – Full-Time

**REPORTS TO:** CITY MANAGER

**DEPARTMENT:** MUNICIPAL COURT

### **NATURE OF WORK:**

This is a clerical and administrative position within the Municipal Court that provides support for the Judges, Prosecutors, Attorneys, and other agencies as warranted, by maintaining court records, receiving court fines, typing court documents, and preparing the court calendar. This position is under the supervision of the Court Clerk, and this position is a Full -Time position.

### **MAJOR REPOSIBILITIES AND DUTIES:**

Responds to inquiries from the public, attorneys, law enforcement agencies and other Courts.

Receives citations daily; enters information in court software, assists in preparing the court calendar.

Attends Municipal Court and performs court clerk duties.

Accepts payments for citations, warrants, restitution, or other payments authorized by court order.

Maintains and updates court files. To include citations, warrants, dispositions, or any other related documents.

Updates records by inputting ticket disposition into Court Management System.

Receives incoming mail; forwards any correspondence to the Judge.

Prepares a variety of documents such as court calendars, correspondence, contempt letters, reschedule notices, etc.

Monitors Municipal Court expenditures to ensure compliance with the adopted operating budget and process purchase requisitions.

Establishes and maintains files and performs other routine clerical duties.

Uses Georgia Crime Information Center (GCIC) computer system to obtain driver's license histories and other criminal history information needed to prepare court docket.

Remit dispositions to Department of Driver Services and GCIC's Computerized Criminal History (CCH) database.

Attends training courses as may be required for the position.

Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

High School diploma or equivalent.

Associate degree, or Technical Training in Business Administration, Criminal Justice or equivalent preferred.

Considerable experience in performing secretarial, clerical, and cash handling, or related work.

Possession of certification as a Georgia Crime Information Center (GCIC)/Criminal Justice Information System (CJIS) Network Terminal Operator Preferred.

Possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR).

Ability to become a Notary Public within 90 days if not already registered.

Preference for candidates with bilingual capabilities

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of general office procedures, principles, and practices; knowledge of computers and computer software including data processing; specialized court data bases and spreadsheets; considerable and working knowledge of legal language and legal procedures related to municipal court functions; some knowledge of basic bookkeeping and basic accounting principles and practices; knowledge of criminal, traffic, and infraction procedures.

Skill in operating business tools and equipment; skill in researching and organizing data; skill in accurately recording, processing, and filing information. Skill in using spreadsheets; skill in using specialized court services databases and advanced skills in customer service techniques.

Ability to effectively communicate on a one-to-one basis with the public; ability to maintain effective working relations with employees, other departments, officials, and the public; ability to maintain accurate records; ability to type and enter data accurately.

Ability to understand and accurately carry out oral and written instructions.

Ability to learn the policies and procedures of Municipal Court.

Ability to learn State laws on misdemeanor fine schedules and code violations.

Ability to be tactful and courteous in communicating with the public in person or on the telephone.

Ability to handle multiple interruptions, and frequent modifications of a task to adjust priorities and meet critical deadlines.

Ability to apply established policies and procedures to assigned job duties.

Ability to work independently with little supervision.

Ability to maintain confidentiality in conducting Municipal Court business.

#### **OTHER REQUIREMENTS:**

Must be eighteen (18) years of age or older.

Must obtain certification as a Georgia Crime Information Center (GCIC)/Criminal Justice Information System (CJIS) Network Terminal Operator within thirty days of employment.

Possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR).

Ability to become a Notary Public within sixty days of employment.

#### **HOW TO APPLY:**

Please complete an application in its entirety, visit <http://stonemountaincity.org> and email with resume to [sedmondson@stonemountaincity.org](mailto:sedmondson@stonemountaincity.org) or mail to 875 Main Street, Stone Mountain, Ga. 30083.

**Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities.**