



ORGANIZATION: City of Lincoln City
JOB TITLE: Municipal Court Clerk
UNION: AFSCME
UPDATED: April 2022

PURPOSE OF POSITION: Perform various administrative tasks associated with the Municipal Court, including serving as a Violations Bureau, maintaining court records and assisting the Municipal Court Judge with Court sessions.

ESSENTIAL JOB FUNCTIONS:

Provide a friendly and knowledgeable presence for customers of the Municipal Court. Use excellent customer service skills and good judgment when interacting with the public in-person, by telephone or in writing regarding court matters. Escalate matters as needed.

Accurately maintain the Court calendar. This includes setting trial dates and coordinating the schedules of the Municipal Court Judge, City Attorney, Police Officers, Defendants and witnesses and preparing and setting the docket. This also includes providing advance notice of court dates set by the Judge and notifying individuals of required appearances.

Attend all Court sessions and perform various administrative tasks before and during the sessions, including gathering necessary information and documents for use during trial and making key notations throughout the session.

Write professional and effective correspondence to attorneys, police officers and defendants regarding prosecution and disposition of cases. Prepare other correspondence on behalf of the Court or City Attorney as directed.

Input citations, disposition and payments into the computer logs and keep accurate paper file as needed. Log information related to Court findings, conditions set by Judge and fines and assessments as imposed. Maintain appropriate "alerts" regarding payment requirements for Finance Department. Prepare payment agreements as requested by defendants.

Prepare and file required forms with Oregon DMV, such as citation abstracts, suspension forms for failure to appear and/or comply. Prepare reinstatement forms for filing with Oregon DMV in a timely manner. Review defendants' records for referral to defensive driving school, provide and file information for qualified defendants including follow-up for completion.

Prepare end of month summary of cash receipts and provide to Finance Director. Administer collection referrals to third party vendor and enter monthly payments in Court program upon receipt. Collect data and prepare appropriate reports.

Perform a variety of other administrative tasks such as drafting and completing documents, photocopying, collating, filing, etc. Maintain Court Clerk's Manual with up-to-date forms and instructions for supervisory and back-up personnel.

Review legal material and stay current on all relevant State and Local laws applicable to Municipal Court. Refer such information to the Judge or other appropriate parties if relative to operation and procedures for Municipal Court. Consult with City Attorney, Finance Director and Chief of Police as needed to ensure consistent application of local, State and Federal laws.

Maintain Municipal Court files and records pursuant to statutory retention laws and file required report with the City Recorder upon destruction of files and records.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public. This includes demonstrating excellent customer service to internal customers and members of the public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility (e.g. Oregon Association of Court Administration and ODOT Conferences and Seminars) as workload allows and as approved. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Demonstrated ability to execute advanced administrative skills, such as scheduling, drafting correspondence and recording and tracking data. Demonstrated ability to apply basic accounting methods, create and use spreadsheets and use word processing software. Excellent written and verbal communication skills are required, including a proficiency in English grammar. Some knowledge of legal terminology and judicial procedure is required. High School education or equivalent supplemented by at least 2 years of administrative, office or legal experience related to assigned duties. Or, any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Some formal legal education is preferred. Strong knowledge of legal terminology and judicial procedure, such as that gained from experience working in a law office or a courtroom environment. Fluency in Spanish is a plus.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, twist, kneel, stoop, communicate (listen, speak and write), reach and manipulate objects. The position requires flexibility and mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books and small office equipment. May infrequently require moving materials weighing up to 25 pounds, such as a file box. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard, calculator, telephone and other standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, interruptions and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Finance Director. Takes direction from the Municipal Court Judge.