

TOWN OF SPRING CITY

COURT CLERK

DEFINITION:

The Court Clerk is appointed by the City Manager and reports to, and is under the general supervision of the City Manager. This position is responsible for performing the duties of the Clerk of the Municipal Court, in compliance with state regulations, as directed by the City Attorney and the Municipal Court Judge. Independent judgment is used according to the situation and different courses of action must be taken to complete the department tasks.

SUMMARY OBJECTIVE:

- Receives payments on fines and performs receipt procedures for all money received by the court thru the court software CTRIS
- Certified Reporting Agency Coordinator (R.A.C.) under TIBRS
- Data entry and filing all reports for TIBRS
- Enters and docket citations for infractions and non-traffic misdemeanors issued by the Spring City Police Department
- Compiles reports for CTRIS court software and receipts ticket payments Maintains a record and filing system for orderly processing
- Records and documents all steps in the judicial procedure and performs a variety of routine calculating, accounting, and typing duties to accomplish the processing of citations and court cases
- Organizes court calendar
- Prepares Court Docket
- Organizes files for court
- Attends court sessions and types court documents as assigned and directed
- Provides customer assistance with ticket inquiries
- Must deal effectively with citizen complaints regarding department procedures
- Resolves issues with the state
- Proofreads own material to assure proper layout, arrangement, grammatical composition, spelling, and inclusion of all pertinent information
- Performs related work as required and other duties that are assigned by the City Municipal Judge
- Works closely with the Spring City Chief of Police to ensure continuity
- Have working knowledge of city ordinances and State laws
- Represents the city in the most positive and professional manner at all times
- Performs administrative activities of the departments
- Ability to explain and interpret regulations and ordinances to the public and employees
- Must be able to maintain an effective working relationship with employees of the departments
- Provides assistance for annual financial audit, if needed
- Serves as backup for Cashier/Clerk to include but not limited to:

- Receive, record, and write receipts for any monies collected
- Prepares and makes deposits for all revenue and deposit fund accounts
- Prepares and records all daily cash reports
- Receipts money from revenues, fees, etc.
- Deposits city receipts at the bank
- Answers the telephone
- Gathers and sorts mail for each department
- Writes work orders
- Other miscellaneous duties such as:
 - Completes monthly newsletter
 - Helps maintain inventory of supplies and places orders, as needed, for departments heads
 - Maintains marquee information
- Any and all other necessary duties as instructed

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of municipal court practices
- Knowledge of modern office procedures
- Knowledge of personnel, policies, and procedures
- Knowledge of administrative skills, practices and procedures of public administration
- Ability to evaluate situations and make decisions
- Ability to express ideas clearly, concisely and convincingly
- Ability to establish and maintain an effective working relationship with the public and employees

QUALIFICATIONS:

- Minimum of High School Diploma or GED
- Valid Tennessee Driver's license
- Legal experience, such as with the courts, police department, or law office is preferred
- 2+ years' experience in a professional office environment
- Must be bondable
- Pass pre-employment drug screen by licensed physician
- Interpersonal skills
- Operate a computer, fax machine, copier and other modern office equipment
- Operate a light duty vehicle

SPECIAL DEMANDS:

- This is a full-time hourly position and must have the ability and willingness to attend all city court sessions
- Must be able to attend required annual Clerk training

- Must have or quickly acquire an understanding and application of court procedures, functions, and purpose
- Typically works indoors in an office environment. The employee may be required to lift objects such as journals, reports, and boxes of office supplies
- May be exposed to dust and loud noises
- Must be able to spend long hours sitting and using office equipment
- Must be able to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of customers, co-workers, and management
- Must be able to meet tight deadlines