

**JOB DESCRIPTION**  
**CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT**  
**EMPLOYMENT AND**  
**COMPENSATION DIVISION**

Job Title	<u>Clerk of Municipal Court</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>BH87</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Court</u>

**PRIMARY PURPOSE:**

To perform a variety of office administration and management functions in connection with the management of the administrative office of the Municipal Court.

**SUPERVISION:**

Under the general supervision of the Municipal Court Administrator; supervises assigned personnel.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises assigned court personnel including scheduling and directing the work of clerical staff members and evaluating their performance.
2. Coordinates daily operational activities and makes recommendations for procedural changes to the Court Administrator as necessary.
3. Records court action and orders on the Judge's dockets and cases; ensures that all courtroom docket entries are accurate and distributed to appropriate agencies or persons.
4. Issues and signs warrants under certain circumstances in the absence of the Judge and Court Administrator.
5. Keeps the court records, affixes the court seal, and grants limited court continuances for good cause.
6. Oversees and may participate in the posting of bonds and partial payment of fines to record books and accounts for all money.
7. Prepares statistical and financial data for necessary case flow or other required reports.
8. Works closely with computer support personnel to ensure that data entries are accurate and reflect appropriate case information and provides information regarding computer needs of the court.
9. Handles complaints and dispenses information based on ordinances, departmental operations, etc.
10. Provides training to assigned employees and completes special projects as assigned.
11. Utilizes computer software applications such as word processing, spreadsheet, and database.
12. Reads and interprets applicable laws, ordinances, and regulations affecting court operations.

**IMPORTANT FUNCTIONS:**

1. Assists in developmental budget preparation and control.
2. Assists in maintaining inventories of supplies.
3. Oversees and participates in the preparation of trial and health dockets, requisitions, letters, forms and reports.
4. Utilizes a variety of office equipment such as copiers, fax machines, etc.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of modern office administration practices and legal terminology.

**Abilities**

Plan and organize court activities and work independently without direct supervision; supervise, direct, and evaluate work of subordinate staff members; learn court computer applications; prepare clear and accurate reports; follow oral and written instructions; read, understand, learn, and enforce applicable ordinances or regulations concerning court operations; communicate effectively both verbally and in writing; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a degree in Office or Business Administration or related discipline, plus at least one year of court-related work. Work experience in an appropriate field may be substituted for formal education requirement on a year-for-year basis.

**Physical Requirements**

Performs bending and reaching from ground level to overhead; pushes and pulls up to 25 pounds; holds and grips objects; ability to operate a computer keyboard.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment with no natural lighting.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

None required.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Abilities	<b>Date:</b> 1974

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_