

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Deputy Clerk of Municipal Court</u>
Sch.& Grade	<u>PAT-5</u>
Class Code	<u>FD38</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

To perform responsible clerical and minor office administration functions for the Municipal Court.

SUPERVISION:

Under the general supervision of the Clerk of the Municipal Court. Directs the work of subordinate clerical personnel as required.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Responds to non-routine public assistance calls by providing appropriate and important information to the general public including individuals who have violated municipal law.
2. Carries out orders of the court regarding the disposition of cases within prescribed time frames while following established policies and procedures.
3. Schedules the daily activity of the court including setting appointments for pleas, trials, and cases etc., as required to insure efficient use of facilities and personnel.
4. Issues and cancels warrants.
5. Operates a personal computer to prepare correspondence, reports, form, records, etc. including utilizing applicable software such as word-processing, database, and spreadsheet as required.
6. Completes legal forms such as Notices of Appeal, Transcript Requests, etc.
7. Compiles information for the development of reports to the Department of Revenue, Highway Department and other agencies as needed.
8. Performs office administration tasks such as cashiering, copying, faxing, filing, etc.
9. Reads, interprets, and maintains appropriate knowledge of a variety of information including ordinances, departmental rules and procedures, etc.
10. Handles minor complaints and dispenses information based on ordinances, departmental operations, etc.
11. Coordinates the transmission of information and instruction regarding court procedure to subordinates and other City employees as necessary.

IMPORTANT FUNCTIONS:

1. Performs responsible administrative functions as required of the position
2. Maintain aptitude to rotate into enhanced court positions

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Must possess knowledge of modern office administration practices, standard English usage, basic legal terminology, and standard court procedures.

Abilities

Effectively operate court computer applications; prepare and maintain accurate reports and records; diffuse potentially negative reactions from customers; adapt to a fast paced work environment; accurately type at an approximate rate of 50 wpm; organize office activity efficiently; read, understand, learn, and enforce applicable ordinances or regulations concerning court operations; follow oral and written instructions; communicate effectively both verbally and in writing; 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; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the city’s stated mission and philosophy.

Experience, Education, and Training

Requires two years office and customer service experience working for a court; or completion of the Springfield Municipal Court career path as outlined and approved by the Court Administrator.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead; pushes and pulls up to 25 pounds; holds and grips objects; operates a computer keyboard. Assignment to Record Retention Control area requires incumbent to lift, carry, push or pull up to 50 pounds and be able to climb, squat and kneel as necessary for property storage and retrieval.

Working Environment

Primarily indoors with heating and cooling regulated.

Licensing/Certification

None required.

Miscellaneous Requirements

Must be able to successfully complete a security background investigation; must be able to work any assigned shift with varying days off.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO.
		2282
Comments:	Updated Abilities	Date: February 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: _____