Job Title: **Municipal Court Clerk**
FLSA Status: **Non-Exempt**
Department: **Court Services**
Grade: **H18**
Reports To: **City Clerk**

Job Summary: Performs complex, specialized clerical duties in support of the municipal court, including court document processing involving the initiation, processing, and maintenance of legal documents, correspondence and statistics; and to provide information and assistance to the public.

FLSA Status: Non-Exempt

Schedule: This position works Monday- Friday from 8:30 a.m. until 5:00 p.m. Position requires working some evening hours during court.

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Major Duties:

- Plan, direct, and participate in the processing of court documents.
- Prepares special court orders required by Municipal Court Judge.
- Processes citations and other legal documents and maintains accurate case files in accordance with state-mandate retention schedules.
- Responsible for and assigns all court proceedings involving the preparation of court subpoenas for defendants, victims, witnesses, attorneys, officers, bondsmen, production of evidence; assigns Judge, Solicitors, Court-appointed attorneys, interpreters, court reporters; preparing court calendars for distribution, preparation of proper documents in court including: waivers, signatures, court orders, probation orders, time payments, bindovers, indigent forms, first conviction affidavits, bonds, jail orders, etc.
- Reviews incident, accident, and lab reports for prosecution.
- Prepares cases for transfer to Superior or State Court, ensuring that all related documents and bonds are included in the transfer.
- Attends and oversees court sessions, arraignments and trials, making sure that proper protocols are followed.

- Responsible for operating and maintaining court management software, training other employees as necessary.
- Responsible to monitor changes in state and federal laws as it relates to municipal court functions and recommends changes to municipal court ordinance and resolution.
- Provides assistance to the public in person and by phone, including retrieving information and files, and providing general information regarding scheduling of court dates, defensive driving, warrants, and granting extensions.
- Coordinates with the Court Solicitor as necessary.
- Prepares documents for indigent determination for Public Defender assignment.
- Schedules interpreter and sign language experts as needed.

Additional Duties:

- Performs other related duties as required.

Minimum Qualifications:

- High school diploma or G.E.D.
- Valid State of Georgia Driver's License
- Two years municipal court or law enforcement records experience.
- Ability to read, communicate, and perform basic mathematical calculations.
- Ability to understand the basic principles relevant to the major duties of the position.
- Personal computer and related software, including word processing and spreadsheet software; printer; calculator; telephone; and fax and copy machine.
- Ability to obtain The Clerk of Court Certification, TAC Certification, and become a Notary within one year of hire.

Knowledge Required by the Position:

- Knowledge of operations, services, and activities of a municipal court program.
- Ability to compose legal letters and reports.
- Knowledge of principles and procedures of record-keeping.

Supervisory Controls: Work is performed independently under the general supervision of the City Clerk.

Guidelines: Guidelines include City and departmental policies and procedures, City codes and ordinances, policies, and procedures.

Complexity: The work consists of a variety of highly technical, administrative, and supervisory

duties.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: None.