



OAKCREEK
— WISCONSIN —

Position: Clerk of Municipal Court
Department: Municipal Court

Unit: Non-Union
FLSA Status: Non-exempt

Summary Description

Manages the municipal court's caseload by scheduling trials, hearings, and other court appearances. Maintains the official case record in the court's automated system from opening to final disposition of citations. Provides courtroom and other assistance by attending evening court sessions. Works closely with lawyers, other courts and defendants to make sure that citations proceed quickly and efficiently.

Supervision/Accountability

This position is directly accountable to the Municipal Judge; has no supervisory duties.

Major Duties/Essential Functions

1) Court

Maintains the court's official case record for transcript requests and appeals, maintains the integrity of the filing system and controls records. Performs primary filing of all papers, dockets, case files and case related correspondence.

Serves as the "gateway" to the Municipal Judge through which every citation-related phone call, letter, pleading, motion and other paper passes. On the behalf of the court, composes, types and edits a variety of correspondence and other material requiring judgment as to content, accuracy and completeness.

Attends evening court sessions and performs a variety of courtroom related tasks such as opening court sessions, and marking exhibits in order of presentation in court cases.

Assists in the coordination of all court matters with defendant, defense counsel, city prosecutors, police department, jail and other levels of the criminal justice administration system.

Prepares court dockets and files; Receives and logs incoming citations; and constructs new case files. Prepares and maintains appropriate calendars; sets up court hearing. Prepares files for court use; processes timely notices to defendants of court dates.

Responds to requests from Municipal Judge, City Prosecutor, Police Department and other city representatives for assistance and information.

2) Citations

Enters and transmits citations to Wisconsin Department of Transportation through TRACS software;

Confirms citations for accuracy with police department's Phoenix software.

Processes parking citations, ordinance and traffic citations, records forfeitures paid, keeps accurate records of all forfeitures paid through payment plans.

Processes alternative sentences when forfeiture payments are delinquent such as letters of warning and letters of suspension, suspends license plate renewals if forfeitures not paid, prepares for signature warrants and commitments.

Receipts bail and forfeitures. Processes Failure to Pay, Failure to Comply, and Failure to Appear notices.

3) **Public Service**

Acts as receptionist, answers all calls and greets all visitors to Municipal Court; provides information regarding the court and handles requests for copies of citations and court records.

Assists defendants with citation-related paperwork to facilitate their response to a citation.

Upon request, schedules language interpreters for court appearances with limited English speaking defendants.

4) **Financial**

Handles the financial aspects of the court's business including receipts of payments of forfeitures and bail.

Sends daily cash register payments and reports to City Treasurer.

Prepares weekly and monthly reports including financial reports, court dockets, subpoenas, weekly arrest logs and credit card statements.

Minor Duties/Responsibilities

Opens mail for the work unit, noting priority mail. Copies forms, documents or other records. Responsible for the inventory and reporting of supplies needed by the work unit.

Resolves problems and questions presented by other staff regarding work procedures, policies, organization or methods.

Responsible for notification to other City departments of any violations of City ordinances scheduled for court.

Performs other duties as assigned.

Knowledge

Knowledge of office methods and procedures, equipment and filing systems; business letter and report-writing techniques; spelling, grammar and proofreading. General knowledge of statistics and record-keeping principles and procedures. General working knowledge of computers, word processing and other standardized software common to the work unit or as assigned. Some knowledge of law enforcement acquired on the job.

Skill/Ability

The ability to accept responsibility, to make decisions and to effectively prioritize work. Ability to perform cashier duties accurately; ability to handle stressful situations. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work; meeting the public tactfully, and courteously answering questions in person and over the telephone. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy; learning, interpreting, and applying organizational policies, laws, rules and regulations, taking responsibility for the compilation and organization of reports; composing correspondence on own initiative; making arithmetic calculations with speed and accuracy; Ability to research and obtain pertinent information through various resources. Ability and proficiency with personal computer equipment to process, access, retrieve information using word processing and other standardized software common to the work unit or as assigned. Ability to research and obtain pertinent information through various resources. Ability to understand and apply principles of computer input and output capabilities.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., with courses in word processing, spreadsheets, supplemented with general business office courses and minimum 2 years prior court clerking experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required use hands to type, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to hear and respond to telephone conversations.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator's license preferred.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Clerk of Municipal Court



City Administrator



Human Resources Manager

Municipal Judge

Revision History:

April 1, 2020

November 28, 2011