

# City of Lander

## Job Description



<b>Title:</b>	Assistant Court Clerk/Collections		
<b>Department:</b>	Municipal Court	<b>Effective Date:</b>	4/13/2021
<b>Division:</b>	Administration	<b>Last Revised:</b>	

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Performs a variety of full performance, complex clerical duties designed to expedite the collections of fines and functions, actions, judgments, and processes of the Municipal Court.

### SUPERVISION RECEIVED

Works under the general supervision of the Municipal Judge.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Collections of fines:** Prepare a weekly report for the main tracking purposes of collecting and monitoring payments of fines due. Maintain an accurate up-to-date record of contacts and payment plans for tracking purposes. Review citation abstracts; monitor payment records of defendants to assure conformity to Judgments and payment schedules; initiate contact with individuals for collection of past due fines. Prepare late letters, late notices, summons, collections letters, warrants, orders to show cause; accepts money for bail forfeitures, fines; issues receipts; document payments and post to appropriate records. Perform all tasks necessary for the efficient operation of the court.

**Background Records Checks:** Complete weekly background checks for various agencies as needed and prepare a spreadsheet for billing each month.

**Docketing & Records:** Perform clerical tasks as assistant to clerk including, but not limited to: receiving logs and files, incoming citations and complaints as needed; maintain various records documenting the business of the court, i.e., court dispositions, fines, bond payments, etc.; utilizes Tyler software and maintains cross reference recovery system.

Assist in scheduling court docket; maintains court docket and paperwork for cases as required; and file retention

Receives telephone calls and refers to appropriate person; answers questions about arraignments or hearing schedules, and assists public in resolving questions regarding various issues and papers; provides information about court procedures and schedules; sets appointments.

Assist in maintaining daily incoming money; prepares receipts for monies mailed or paid in person; posts payments and other information in computerized ledger; balancing daily ledger.

Receives and processes mail, receives and processes fax documents; as directed by the municipal court judge; maintains files; posts dockets on various financial matters in relation to individual cases; assumes custody of funds received; receipts and submits collection of funds for deposit by the city.

**In-Court Clerking:** In absence of Court Clerk, performs various in-court duties; prepares and pulls case files; assures proper completion of forms by defendants; identifies defendants failing to appear and initiates process for issuing warrants; maintains record of court proceedings; makes minute entries; opens and closes court as required; calls cases and may act as bailiff; dockets court orders and results, sets up tracking code.

Make and maintain taped records of all court proceedings; transcribe records as required; prepare judgments, orders, etc.; attends scheduled court hearings, arraignments and trials; and coordinate file retention

Perform other related duties as required, including any and all job duties as assigned.

#### **CORE COMPETENCIES**

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.

- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from high school or equivalent;
- B. Two (2) years of experience related job functions or similar duties;

OR

- C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

Working knowledge of legal and court terminology; municipal court processes and procedures; case management and processing; fine and fee schedules; basic accounting and bookkeeping; Caselle records management program; office methods and equipment, telephone operations and receptionist functions; complex filing systems and computerized applications for records filing; regulations of document archiving standards.

Skill in the operation of personal computer and various program applications.

Ability to type, read and interpret common court reports and documents; respond to common inquiries or complaints from customers, regulatory agencies or members of the business community; solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral diagram or schedule form; add, subtract, multiply and divide in all units of measure; work under stressful working conditions created by strict time frames; learn legal and court document formats; learn municipal law as it applies to court processes; manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public. Demonstrate ability to collect amounts due the City.

### 3. Special Qualifications:

Must be bondable. Must be eligible to serve as a notary.

### 4. Work Environment:

Workers in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

## GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

---

Employee's Name (Printed)

---

Employee's Signature

---

Date