



## CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Court Clerk, Deputy	<b>BAND/LEVEL:</b>	MGT I
<b>DEPARTMENT:</b>	Municipal Court	<b>JOB NO:</b>	4750
<b>DIVISION:</b>	Municipal Court	<b>DATE:</b>	12/1/2017
<b>REPORTS TO:</b>	Court Administrator	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	131
<b>REPLACES:</b>	Court Clerk, Deputy	<b>LAST REVISED DATE:</b>	3/25/12

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**JOB SUMMARY STATEMENT:** Provides direct supervision to all Municipal Court clerks and manages operational procedures related to the daily court business.

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### DUTIES AND RESPONSIBILITIES:

1. Supervises all Municipal Court clerks. Assists in the selection of staff, performance appraisals, corrective counseling, scheduling, duty assignments, and assures on-the-job training.
2. Assures compliance with operational policies and procedures as mandated by the department, city and state. Monitor's clerk's work activity and audits case files to assure proper completion of all documents and facilitation of judge's orders.
3. Completes all required daily, weekly, and monthly financial reports and completes financial tasks including the bond ledger/log, restitutions, invoice processing, budget preparation, and reconciling the daily deposit with financial activity reports.
4. Serves as technical manager of court software tables and forms.
5. Oversees maintenance of all office equipment.
6. Provides back up to all clerk's office positions as needed.
7. Coordinates the police officer's court appearance schedule and establishes all court dockets.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education (high school) which includes courses in typing, general office practices, office machines and business communications, and business or college courses/correspondence equal to two years, or additional equivalent experience.
- Must be at least 18 years of age.

### EXPERIENCE:

- Four years as a clerk in a criminal justice related area, or an equivalent level of experience.

### SKILLS:

- Good oral and written communication skills
- Good listening skills
- Manual dexterity
- Leadership or supervisory skills

### MENTAL REQUIREMENTS:

- Alpha and numeric recognition
- Ability to work in environment with constant interruptions
- Ability to access situation and use judgement in responding
- Ability to work under distracting conditions
- Ability to recognize and protect confidential information

### PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to operate computer, copier, typewriter
- Visual stamina and acuity adequate to review alpha/numeric data and to spend extended periods looking at computer screen
- Ability to communicate effectively over the telephone
- Mobility to attend court proceeding at the justice center

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Court Clerks and Senior Court Clerks

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.