

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Court Clerk (PT)	BAND/LEVEL:	NE/00
DEPARTMENT:	Municipal Court	JOB NO:	9490
DIVISION:	Municipal Court or Court Services	DATE:	04/13/2018
REPORTS TO:	Deputy Court Clerk or Supv, Court Services	FLSA STATUS:	Non-exempt
FT/PT/SEASONAL:	Part-time	COST CENTER:	131/132
REPLACES:	N/A	LAST REVISED DATE:	12/01/2017

JOB SUMMARY STATEMENT: Primary duties include: answering phone calls, assisting full-time clerks with daily case processing and scanning/imaging of documents into court case management system. Performs all clerical and customer service duties related to the daily operation of the Municipal Court. May assist with any of the following duties: processes daily financial transactions; creates and maintains electronic and hard-copy case files; responds to open records requests; audits files; schedules court appearances or appointments for alcohol/drug assessment; prepares and completes all documentation for cases after judges rulings, probation and diversion intake, or alcohol/drug assessments; or inventories and orders office supplies.

DUTIES AND RESPONSIBILITIES:

1. Primary duties include: answering phone calls, assisting full-time clerks with daily case processing and scanning/imaging of documents into court case management system.

Municipal Court Division

- Processes in-person, mailed, and electronic receivables by posting payments in court case management software, providing hard copy verification for the file, and completing all associated reports.
- Provides in-person and telephone customer assistance to all persons who come in contact with the court. Answers case related questions and schedules cases for the appropriate docket at customer service windows and through six incoming telephone lines.
- Creates the official case file, both electronically and in hard-copy by receiving and entering all information from traffic tickets and Notices to Appear. Schedules appearances for every case.
- Completes all “disposition” clerical work for cases after the judge’s ruling. Enters orders, documents all sentencing requirements, and completes all required forms for distribution to other agencies and government entities.
- Schedules cases for appearance on the court docket through the use of pre-set calendars and notifies all related parties.
- Completes all required forms and reports for distribution to other agencies, including the Department of Motor Vehicles and the Kansas Bureau of Investigation.
- Provides immediate communication to attorneys, prosecutors, police officers, and defendants as needed for case preparation.
- Accesses from REJIS system criminal history data for sentencing and updates criminal history regarding dispositions in our court.
- Prepares documents for scanning, scans documents, and verifies quality of digital images. Ensures documents are properly imported into the City’s court case management system.

Court Services Division

- Provides customer service through initial client contact in the program office. Confirms individual court status of clients and answers questions regarding process, scheduled appointments, answers telephones and provides relevant information to probation officers, and substance abuse specialist.
- Prepares all documents related to probation and diversion intake (initial appointment). Completes criminal history report; enters specific sentencing information into court case management system; compiles all relevant resource material for client information folder.
- Prepares all documents for clients prior to appearing for alcohol/drug assessment. Schedules appointment; completes criminal history; obtains police reports; obtains required releases; explains testing procedures; and initiates the same.
- Creates formal diversion agreement orders for prosecutors. Customizes the written legal document to include all specific treatment recommendation and sentencing components. Communicates with prosecutor's office as required to coordinate services.
- Audits warrant files and pending/active case files to ensure that appropriate action has been taken relative to each case.
- Inventories and orders all standard office supplies.
- Provides ongoing general office assistance and clerical support to professional staff through filing, faxing, printing, and organizing all relevant case information.
- 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.
- 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

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education which includes courses in typing, office practices and word processing, or additional equivalent experience.
- Must be least 18 years of age.

EXPERIENCE:

- Two years of clerical experience, preferably in a criminal justice related position.

SKILLS:

- Basic math and accounting skills.
- Good oral communication skills.
- Attention to detail.
- High level of accuracy.
- Data entry skills.
- Good listening skills.
- Good organizational skills.
- Good customer service skills.

MENTAL REQUIREMENTS:

- Ability to work under distracting conditions.
- Alpha and numeric recognition.
- Ability to recognize and protect confidential information.
- Ability to organize, file, and effectively retrieve data.
- Diplomacy and judgment.
- Ability to carry out assignments through oral and written instructions.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer, calculator, copy machine, and computerized cash register.
- Ability to communicate effectively in person and via telephone.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

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.