



Municipal Court Clerk and Accounting Specialist

DEPARTMENT: Finance **SUPERVISOR:** Finance Director
CLASSIFICATION: Non-Exempt **PAYROLL:** Grade H

POSITION SUMMARY: This position is responsible for the operation of the Stayton Municipal Court. The purpose of this position is to perform a variety of detailed, moderately difficult to complex administrative support activities to contribute to efficient office operations of the Municipal Court. In addition, this position assists with a wide variety of basic record keeping and clerical functions in the preparation, verification, and maintenance of financial records related to general accounting and accounts receivable.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

MUNICIPAL COURT

- Provide skilled clerical work, processing court transactions with a high degree of public contact. Prepare accurate and timely reports. Act as a notary public. Tactfully answer a variety of questions about court transactions.
- Coordinate court matters with the judge, defendants, police, and other levels of the criminal justice system; document decisions in case files using the computerized court system.
- Attend court sessions and perform a variety of courtroom related tasks as needed.
- Docket traffic citations issued by the Stayton Police Department and other agencies citing into the Stayton Municipal Court.
- Maintain trial docket, with adequate notice to the police officers, prosecutor, and defendant. Process deferrals, Failure to Comply, and Failure to Appear notices. Monitor warrant and license suspensions and enter into system. Act as Jury Clerk and maintain jury list. Maintain bail schedule.
- Maintain and process court records in accordance with statutes, regulations, and policies; examine legal documents submitted to court for adherence to law or court procedures; prepare case folders and case dispositions. Manage volume of citations accurately under strict deadlines. Enter data into computer files utilizing departmental system or LEDS (Law Enforcement Data Systems).
- Compile information and reference materials for City Attorney, supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

- Forward disposition of custody cases to the Oregon State Police Bureau of Identification.
- Accept, process and deposit cash receipts; process funds as appropriate. Establish and monitor payment plan agreements.
- Coordinate and process cases turned in to collections. Interact with collection agencies and work with them to resolve issues with outstanding accounts.
- Use word processing software to type routine and non-routine letters, memos and other material from general instructions. Proofread, review for grammar, and edit documents as necessary. Examine documents for completeness and accuracy. May correct errors as necessary.
- Assist with documentation of court policies and procedures; keeping them up to date to accommodate changing rules, regulations, situations and process improvements. Ensure systems comply with applicable laws and codes and are efficient operating systems. Provide instruction to other staff on policies and procedures as needed.
- Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc.
- Track, order and maintain office supplies. Initiate and process work orders, purchase orders, etc.
- Compile individual files for traffic and misdemeanor complaints. Write and process timely notices to defendants for arraignments, trials and hearings; construct new case files, filing and retrieving documents as necessary.
- Maintain files and court records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.

ACCOUNTS RECEIVABLE

- Perform and maintain accounts receivable records; calculate and prepare bills, monitor payment of accounts, prepare reports, and communicate with customer(s).
- Coordinate, organize, reconcile, and record revenue and cash receipts from all City departments, including within the Finance Department, on a daily basis as they are submitted. Make transmittals of information to the bank and make cash deposits.
- Records data and maintains structured routine statistical and financial reports and logs.
- Verifies and codes payments and cash receipts.

GENERAL FUNCTIONS

- Receives, processes, and fulfills Public Records Requests.
- Perform various accounting tasks to include preparing deposit slips, counting cash, and reconciling daily activity reports.
- Reconciles utility billing.
- Assists with utility billing accounts as needed.

- Provides customer service and performs administrative duties for the Finance Department.
- Responds to inquiries from customers, other City departments, businesses, and government agencies. Conducts research and provides staff assistance to complete special projects.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster a positive environment in which employees are focused on producing quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Provide assistance to other staff as workload and staffing levels dictate.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Serves as a Notary Public.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma (or equivalent) plus three years of experience in an administrative, secretarial, or clerical position, or any equivalent combination of experience and training that would demonstrate knowledge, skills, and abilities to perform the above duties.
- Previous court experience is desirable.
- Considerable knowledge of standard office practices and procedures, basic knowledge of composition, spelling, and grammar.
- General record keeping and a basic knowledge of bookkeeping.
- Ability to type rapidly and accurately; use of modern office equipment and machinery; processing information on a computer terminal.
- Experience establishing and maintaining records, reports, and statistical data.
- Courteously meet and deal effectively with other employees, and the public.
- Ability to deal with hostile or difficult customers while maintaining a professional attitude.

- Knowledge of Microsoft Office Suite.
- Experience with Caselle, the City's court software is desirable.

CERTIFICATES/LICENSES/REGISTRATIONS

- Must be LEDS certified at time of hire or obtain certification within 90 days of appointment.
- Possession of or ability to obtain within 90 days of employment a Notary Public commission.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working environment.
- The noise level is typical of most office environments.
- Work schedule may involve shift work.

PHYSICAL ABILITIES

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 position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required for over 50% of the work period while operating equipment such as a computer keyboard, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the Finance Director.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Court Clerk and Accounting Specialist

Date

Finance Director

Date