



## 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 (0.5 FTE), performing a variety of detailed administrative support functions ranging from moderately difficult to complex to ensure efficient court operations. In addition, the position provides administrative, records management, and clerical support (0.5 FTE), including the preparation, verification, and maintenance of financial records related to accounts receivable and general accounting, as well as front office reception duties.

### **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any 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**

- Attend Stayton Municipal Court sessions as scheduled and perform a variety of court-related tasks.
- Provide skilled clerical work and process 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, attorneys, police, and other levels of the criminal justice system.
- Docket traffic citations and misdemeanors issued by the Stayton Police Department and other agencies citing into the Stayton Municipal Court. Document decisions in case files using the computerized court system.
- 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 them into the City's court software. Act as Jury Clerk and maintain jury list (if necessary). Maintain bail schedule.
- Maintain and process court records in accordance with statutes, regulations, and policies; examine legal documents submitted to the court for adherence to law or court procedures; prepare case folders and case dispositions. Manage citations accurately under strict deadlines. Enter data utilizing departmental system or Law Enforcement Data Systems (LEDS).
- Compile information and reference materials for the Municipal Court Judge, Prosecuting Attorneys, supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports. Enter data into computer systems from a variety of documents.
- Accept payments and process receipts. Establish and monitor payment plan agreements.

- Coordinate and process cases turned over to collections. Interact with collection agencies to resolve issues with outstanding accounts.
- Use software to type letters, memos and other material from correspondence with the Judge. Proofread, review, and edit documents as necessary. Examine documents for completeness and accuracy.
- 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.
- 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, confidentiality, and integrity in accordance with established retention guidelines.
- Reconcile month end Caselle modular balancing for the Municipal Court.

#### ACCOUNTS RECEIVABLE

- Create invoices and maintain accounts receivable records; monitor payment of accounts, prepare reports, and communicate with customers.
- Coordinate, organize, reconcile, and record revenues from all City departments daily as they are submitted.
- Records data and maintains structured routine statistical and financial reports.
- Reconcile month end Caselle modular balancing for Utility Billing.

#### GENERAL FUNCTIONS

- Perform various accounting tasks to include preparing deposit slips, counting cash, and reconciling daily activity reports.
- 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**

- Assist 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.
- Serve 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 employees 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 accommodation 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 Municipal 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 but not necessary.
- Spanish language proficiency is preferred but not required. Employees who meet the City's bilingual proficiency criteria may be eligible for additional compensation.

#### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possession of or ability to obtain LEDS certification within 90 days of employment.

- Possession of or ability to obtain a Notary Public commission within 90 days of employment.

### **WORK ENVIRONMENT**

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

- Usual office working environment at City Hall and at the Municipal Court.
- The noise level is typical of most office environments.
- Work schedules may vary but generally falls between 7:30 a.m. and 5:30 p.m.

### **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 accommodation 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 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.

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### **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.*

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Municipal Court Clerk and Accounting Specialist

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Date

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Finance Director

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Date