



DEPUTY COURT CLERK MUNICIPAL COURT

JOB SUMMARY

This position is responsible for assisting with the coordination of the day-to-day activities of the Dallas Municipal Court System to ensure compliance with state regulations as directed by the Court Administrator, City Attorney and the Municipal Court Judge. Records and documents all steps in the judicial procedure. Performs a variety of routine calculating, accounting, and typing duties to accomplish the processing of citations and court cases. Communicated directly with the public in response to general questions and municipal court questions.

MAJOR DUTIES

- Provides knowledgeable and accurate information in court to assist the Court Administrator.
- Assists in performing the day-to-day activity to assure the court system is running accurately.
- Works closely with the Court Administrator.
- Assist in the management and maintenance of the records and documents of the court.
- Assist the Court Administrator with all routine and court specific duties.
- Answer all incoming phone calls and re-direct them accordingly.
- Orders Supplies for the Municipal Court.
- Handles the front window, greeting customers, and collecting fine monies.
- Scan in all citations and documents pertaining to specified case files.
- Disassemble case files after court.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge and ability to be highly accurate in detailed record keeping in a fast-paced environment.
- Knowledge and ability to communicate effectively with a diverse and at times dissatisfied customer and to handle calmly and efficiently situations ranging from routine to emergency.
- Knowledge and ability to use good judgement to balance concern for individual's feelings and communicate necessary information clearly and firmly.
- Knowledge of computers, calculators, fax machines and scanners.
- Skill and willingness to maintain strict confidentiality.
- Skill in management and organization.
- Skill in bookkeeping and basic computer operations.
- Skill in dealing with the public on the phones and in person professionally and tactfully.
- Skill in knowledge of courtware solutions and department specific software packages.
- Skill in interpersonal communication.

SUPERVISORY CONTROLS

None

GUIDELINES

Guidelines include the City of Dallas Policy Manual, The Georgia Superior Court Clerks Authority Rules and Regulations, The Georgia Crime Information Center Rules and Regulations, The Georgia Department of Driver's Services Rules and Regulations, The Georgia Traffic and Criminal Law Book Manual, The Administrative Office of the Courts Rules and Regulations. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of the ability to sit or stand in office, at counter, or in courtroom as necessary for extended periods. Must be able to type with a high degree of accuracy and attention to detail.
- The purpose of this position is to provide assistance to the Court Administrator in regard to the City of Dallas Municipal Court System and to the general public.

CONTACTS

- Contacts are typically with the Court Administrator, the Municipal Court Judge, the Public Defender, the City Attorney, Probation, the Interpreters for court, the Records Clerk for the City of Dallas and the City Clerk.
- Contacts are typically to provide assistance with completing tasks related to courts. Typically filing documents, proofreading materials, and providing documents needed for court.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting or standing in an office, at counter, or in a courtroom. There is an occasional ability to lift, carry, and put away such items as records and office supplies of moderate weight of up to 20 pounds.
- The work is typically performed in an office or a courtroom. The ability to sit or stand for extended periods of time are necessary.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually a minimum 1 year of court experience. Desirable to have some legal experience, such as courts, the police department, city hall or a law office.
- Must be able to type also must have or quickly acquire an understanding and application of court procedures, functions, and purpose.
- Must have some knowledge of standard office equipment including computers, fax machine, and copier.