

CITY OF PEARL JOB DESCRIPTION

Title: Municipal Court Clerk
Reports to: Mayor
Date Prepared: 03/16/2023

Department: Court
Classification: Exempt
Approved by Board: _____

GENERAL POSITION SUMMARY:

This is a highly responsible administrative position. Work involves the supervision of complex municipal court records, related court activities, and performing statutory functions of the office of Municipal Court. Work involves direct supervision in planning, organizing, assigning, directing, and reviewing the work of subordinate personnel. Employee makes decisions regarding technical court related issues based on experience and knowledge of court procedures. Employee has complete responsibility for the work performed in assigned area.

ESSENTIAL JOB FUNCTIONS:

- Manage, supervise, coordinate, and schedule court cases for court. Oversee the preparation and distribution of court dockets. Responsible for recording, transcribing, entering and keeping all Municipal Court Minutes.
- Assist judge in court; confers with attorneys and judge concerning court rules and procedures; issues warrants, prepares court dockets; subpoenas.
- Attend all required sessions of the Municipal Court, Department Head and Board meetings.
- Handle personnel matters in the office and is responsible for assisting and preparing the annual budget.
- Issue all process and notices required by law or direction of the Municipal Judge.
- Account for all monies coming into the court by making a daily deposit which includes computing court costs, disbursing fines and fees, ensures cash receipts are properly credited and deposited in the appropriate financial institution by daily reports and monthly reports.
- Prepare daily, monthly, quarterly, and annual reports.
- Supervise and coordinate all administrative operations of the Municipal Court.
- Supervise subordinates in the processing of appeals for circuit court, notices to parties, ensuring the time frames as provided for in the Mississippi Rules of Criminal Procedure are met and verifying compliance with court orders; in receiving, processing, and filing legal documents; preparing and issuing legal documents; computing, collecting, accounting, and disbursing of fines and costs, etc.; computer entries and inquiries, equipment use and court procedures.
- Handle complaints and questions regarding court policies, procedures and operations; provides information to Attorneys in their preparation of cases for trial in Municipal Court.
- Confer with Law Enforcement relating to warrants and court procedures. Maintains positive public relations for Municipal Court Judge and office.
- Communicate with the Department of Public Safety for settled cases, warrants, suspension of license, the forwarding of court abstracts on marijuana charges for suspension of license.
- Assist other office personnel as needed and all other duties assigned including any other duties assigned by the Mayor or Municipal Judge.
- Require regular and prompt attendance plus the ability to work well with others.
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Thorough knowledge of court rules, procedures and statutory provisions relating to area of responsibility.
- Thorough Knowledge of the Miss. Code Ann. § 21-23-11
- Computer generated record keeping and reporting systems.

Skills and Ability to:

- Microsoft Excel, Word, and Access and ability to learn new technology systems very quickly and efficiently.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain a variety of operating records and files, and to accurately prepare schedules, charts, customer lists, inventories and reports.
- Adhere to the Miss. Code Ann. § 21-23-11
- Handle multiple tasks simultaneously with frequent interruptions.
- Communicate clearly and concisely orally and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Be bonded.
- Become certified as a Notary Public for the State of Mississippi.
- Successfully complete a minimum of twelve (12) hours Court Clerk training within one (1) year of placement in the position.
- Follow Department and City policies and procedures operating with minimum supervision.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelor's Degree from a College or University accredited by a regional accrediting agency recognized by the U.S. Department of Education, and/or
- Considerable experience in court administration, court rules, procedures, and statutory provisions; or any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Must possess a valid Mississippi Driver's License and acceptable MVR.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Work is primarily performed in an office setting. Work requires frequent physical tasks such as sitting, walking over rough surfaces, bending, stooping, climbing, and lifting containers and debris up to seventy-five pounds in weight. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgment and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the City and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

The City of Pearl, is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer. Candidates are considered for employment with the City, without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status or other classification protected by applicable federal, state or local law.

A drug screen is required for this position.