Job Title: Court Clerk/Records Manager

Dept./Group: Town Clerk’s Office

FLSA Status: Non-Exempt

Position reports to: Town Clerk

Salary Range: $25.00-$30.00 Hourly

$52,000 - $62,400

Position Summary:

|  |
| --- |
| Performs duties of non-judicial municipal court operations and manages the Records Retention Program for the Town. Is a member of the Town Clerk’s team and will be cross-trained in duties of the Clerk’s Office including assisting with elections, front counter/reception, cash receipting, and other duties as assigned. |

*The duties and responsibilities include, but are not limited to:*

1. Manages and performs all day-to-day court operations, including

scheduling court hearings, collections of fines and fees, preparing court

documents and court reports.

2. Providing Customer Service to defendants, along with general public.

3. Assisting the Municipal Judge with all aspects of court functions, such as first appearances, bench trials, and /or other related functions during and after court.

4. Monitors on-going case files, which includes: Identifying appropriate forms to be completed or received; monitoring case status; issuing and processing

warrants and/or, performing other related activities.

5. Serves as the Town’s Records Manager, working with all employees to ensure records are retained per the Colorado Municipal Records Schedule.

6. Assist Town Clerk with selection and implementation of records management software

7. Take lead in digitizing backlog of paper records following retention schedule.

8. Performs various clerical duties, utilizing standard office equipment,

to include: processing incoming calls; processing mail; filing; making

photocopies; performing data entry; typing; and word processing.

9. Performs other related duties and special projects within the organization.

10. Manages and performs clerical operations, printing of all histories,

records request, customer service, and other related duties within

the organization.

11. Processing Warrants: Creating notices, entering and clearing.

12. Procedures involved in setting up and running a jury trial.

13. Processing appeals cases, including ability to complete appeal packet.

 fMinimum Job Qualifications: Education/Training, Knowledge, Skills & Abilities (KSAs):

Education: High School diploma

Experience: One-year related court experience.

Knowledge, Skills, and Abilities:

* Ability to obtain CCIC Certification within 3 months of hire (including ability to pass background investigation, training and certification test.)
* Knowledge of modern office practices and procedures
* Knowledge of basic court policies and procedures.
* Knowledge of courtroom forms and documents.
* Knowledge of customer service principles.
* Knowledge of basic mathematical concepts.
* Knowledge of paper and electronic filing systems.
* Knowledge of cash handling procedures.
* Experience with Caselle Software, a plus.
* Ability to communicate effectively in English, both verbally and in writing
* Skill in providing customer service.
* Skill in prioritizing and organizing work.
* Skill in using computers and related software applications.
* Skill in handling cash.
* Skill in performing mathematical calculations.
* Ability to apply communication and interpersonal skills as applied to interaction with coworkers, superiors, the general public, etc. sufficient to exchange or convey information, function in a team environment, and to receive work directions.

Equipment Used:

Standard office equipment including computer, printer, copier, telephone, audio recorder/transcriber, cell phone, pager, camera, and calculator, fax machine, typewriter, postage machine, 10-key calculator and various other instruments and tools associated with this particular job.

Environment: Work is performed in an office environment. The noise level is quiet.

Physical Requirements:

* Ability to finger, grasp, talk, hear, see and perform repetitive motions.
* Ability to conduct activities involving reaching with hands and arms, walking, standing, stooping and kneeling/bending on an occasional basis.
* Ability to lift, carry, push, and pull up to 25lbs.
* Hand-eye coordination is necessary to operate computers and various pieces of equipment.
* Ability to use hands in order to finger, handle or operate objects or tools.