

CITY OF STONE MOUNTAIN CLASS SPECIFICATION

POSITION TITLE: DEPUTY COURT CLERK

REPORTS TO: COURT CLERK

DEPARTMENT: MUNICIPAL COURT

NATURE OF WORK:

This is a clerical and administrative position that provides support for the Municipal Court. By maintaining court records, receiving court fines, typing court documents, and preparing the court calendar. In the absence of the Court Clerk the incumbent would perform said duties. All tasks are reviewed upon completion, by the Court Clerk, based on established policies and procedures. This position is under the supervision of the Court Clerk.

MAJOR REPOSIBILITIES AND DUTIES:

Responds to inquiries from the general public, attorneys, law enforcement agencies and other Courts.

Receives citations daily; calculates fine amount; enters information in court docket book; assists in preparing the court calendar.

Attends Municipal Court and performs court clerk duties.

Accepts payments for citations, warrants, restitution, or other payments authorized by court order.

Maintains and updates court files. To include citations, warrants, dispositions, or any other related documents.

Updates records by inputting ticket disposition into Court Management System.

Receives incoming mail; forwards any correspondence to the Judge.

Types a variety of documents such as court calendars, correspondence, contempt letters, reschedule notices, etc.

Monitors Municipal Court expenditures to ensure compliance with the adopted operating budget and process purchase requisitions.

Establishes and maintains files and performs other routine clerical duties.

Accesses Georgia Crime Information Center (GCIC) computer system to obtain driver's license histories and other information needed to prepare court docket.

Maintains court fine payment schedule calendar and performs duties necessary for collection of fines.

Attends training courses as may be required for the position.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

High School diploma or equivalent.

Considerable experience in performing secretarial, clerical, or related work.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills and Abilities

Good knowledge of modern office procedures and practices.

Good knowledge of business English, mathematics and spelling.

Good knowledge of the operation of personal computers and word processing and spreadsheet software programs.

Skill in accurately recording, processing and filing information.

Skill as an accurate typist.

Ability to learn the policies and procedures of Municipal Court.

Ability to learn State laws on misdemeanor fine schedules and code violations.

Ability to be tactful and courteous in communicating with the general public in person or on the telephone.

Ability to apply established policies and procedures to assigned job duties.

Ability to maintain confidentiality in conducting Municipal Court business.

Ability to establish and maintain effective working relationships with other city employees and the general public.

OTHER REQUIREMENTS:

Must be eighteen (18) years of age or older.

Must obtain certification as a Georgia Crime Information Center (GCIC)/Criminal Justice Information System (CJIS) Network Terminal Operator within thirty days of employment.

Possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR).

Please email resume to citymanager@stonemountaincity.org or mail to 875 Main Street, Stone Mountain, Ga. 30083

Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities.