

# Job Description

Human Resource Use Only
<b>Position Number:</b> 10088
<b>Step/Grade - F</b>
<b>Effective Date:</b> 06/2016
Revision Date:

## POSITION IDENTIFICATION

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**Position Title:** Municipal Court Clerk  
**Department:** Finance  
**Status:** Full time Non-Exempt  
**Normal Workweek:** Monday-Friday (7:30am – 4:30pm)

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Municipal Judge  
**Immediate Supervisor:** Finance Director  
**Directly Supervises:** No supervisory responsibilities

## POSITION PURPOSE

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Under the appointment of the elected Municipal Court Judge and Wisconsin Statutes Chapter 755, the purpose of this position is to perform Municipal Court clerical support and administrative tasks, some complex, and to perform a variety of customer service responsibilities necessary for the operations of the Municipal court.

This position has a high level of responsibility and independence. The Municipal Court Clerk will need to exercise good judgment, decisiveness, and creativity in a variety of situations. The Municipal Court Clerk will manage confidential records and information on a regular basis, and will interact with the public on a daily basis. He or she will work closely with the Municipal Court Judge.

## ESSENTIAL DUTIES

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- Coordinates overall court related matters with all involved parties, including the Municipal Judge, defendants, defense counsel, municipal prosecutor, police department, and other criminal justice or social services agencies, within statutory time limits.
- Responsible for pre-court, courtroom and post-court activities including, but not limited to, the preparation and processing of all violations of traffic laws, city ordinances, state statutes, and administrative codes, setting up courtroom, registering names of those appearing, facilitating the contracting of interpreters or translators as needed, and attends court sessions including court trials and motion hearings.
- Manages complete and accurate records of current, and pending cases as well as closing out cases after appropriate judicial action; organizes adult and highly confidential juvenile court records.
- Responsible for daily collection and balancing counter payments, mail payments, and online debit/credit payments; processes monthly Department of Revenue payments; balances monthly collections in court software; and forwards the Finance Department a Monthly Financial Report to have funds disbursed to appropriate entities.
- Takes appropriate follow-up actions for the court, including but not limited to, completing dispositions of citations, issuing pretrial/court trial notices, issuing warrants for failing to appear for court hearings, processing administrative driver's license stays, reporting mandatory convictions to the Department of Motor Vehicle (DMV) within five days of conviction, per

Memorandum of Agreement with DMV including Operating While Under the Influence (OWI), refusals, driver's license revocations, and ignition interlock orders.

- Manages case files and payment records as required by City record retention ordinance and state statutes.
- Administrator of the Titan Public Safety Solutions court software (TiPSS) which includes creating, updating, and maintaining Wisconsin Statutes and local ordinances in the TiPSS software.
- Performs record searches and assists the public in researching records. Processes public record requests regarding court case files to include certified records.
- Establish and maintain positive working relations with all outside agencies, judicial entities, referral agencies, city employees, and all support staff.
- Processes and prepares court records for appeals and jury demands to Circuit Court; notifies defendants of judgments of conviction; manages the alternative programs offered by Municipal Court for Habitual Truancy and first-time offender online courses and/or community service; monitors time to pay, and processes refunds when applicable; suspends driver's licenses; issues summons for a mandatory appearance for Indigency Hearings; and prepares jail commitments; and completes dispositions on fingerprint cards for the Crime Information Bureau (CIB).
- Responsible for certification of unpaid judgments with the Wisconsin Department of Revenue Tax Revenue Intercept Program (TRIP) and the State Debt Collection (SDC) program. Prepares Transcript of Judgment and Judgment of Convictions for liens against companies.

#### **OTHER DUTIES**

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- Process invoices related to Municipal Court expenses
- Various reports relating to Municipal Court for internal and external agencies
- Orders and maintains all court supplies and court equipment.
- Preparation of Municipal Court annual budget.
- Performs other related duties as required or assigned.

#### **MINIMUM POSITION QUALIFICATIONS**

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<b>Education:</b>	High School Diploma supplemented by Business or related coursework. Associates Degree preferred with certifications in specialized fields. Or equivalent combination of experience and training which provides the required knowledge, skills and abilities.
<b>Experience:</b>	3-5 years general office experience with a preference for direct municipal court, criminal justice, legal office or related experience.
<b>Certifications/Licenses:</b>	No certification or license requirements
<b>Other Requirements:</b>	No other requirements

#### **KNOWLEDGE, SKILLS, & ABILITIES**

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This position must possess the ability to add, subtract, multiply and divide accurately; meet statutory and ordinance requirements pertaining to the administration and operation of municipal courts; perform the statutory responsibilities of a Municipal court clerk; maintain a working knowledge of legal terminology, legal procedures including but not limited to court clerk manual, Wisconsin State Statutes, City ordinances, Supreme Court decisions and other related materials concerning law changes; maintain a thorough knowledge of office methods, practices, equipment, and software, including Microsoft Word and Excel; and to exercise good judgment, courtesy and tact in personal contact situations. This position must possess the skill to successfully handling difficult and complex office situations; Proficiency and accuracy in word processing with ability to type a minimum of 60 words per minute. This position must also possess the ability to maintain accurate records and filing

system; maintain an accurate accounting of all monies received; prepare accurate and timely reports and notices as required; process payments to vendors as authorized; work independently without direct supervision and determine proper priorities to meet established deadlines; establish and maintain effective working relationship with individuals contacted in the course of work; work professionally and courteously with both internal and external customers; read, analyze and interpret financial data and financial statements; and the ability to operate general office equipment. This position must also possess intermediate proficiency in Microsoft Office Suite with an emphasis on Excel, and Word.

## **BACKGROUND CHECKS**

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Condition of Employment

## **PHYSICAL DEMANDS**

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, and calculator equipment.

**Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

**Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.