

Job Description

Human Resource Use Only

Position Number: 10088

Step/Grade - F

Effective Date: 06/2016

POSITION IDENTIFICATION

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

SUPERVISORY RELATIONSHIPS

Reports to: Municipal Judge (~~Finance Director approves leave requests~~)
Immediate Supervisor: Finance Director
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

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.

~~This position is responsible for performing a variety of very responsible clerical and administrative support for the Municipal Court. The work involves pre-court, courtroom and post-court activities which include: organizing the adult and juvenile citations; coordinating court matters with the municipal judge and the police department; attending court sessions and recording pleas and sentences, tape recording trials, tracking and collection of forfeitures; taking appropriate follow-up actions including completing dispositions of citations; issuing pretrial and trial notices or summons to appear for indigency proceedings; maintaining case files and payment records, alternate penalties, i.e. truancies, suspensions, commitments, and community service. The Court Clerk reports to the Municipal Court Judge and the Finance Director/Treasurer.~~

ESSENTIAL DUTIES

- Coordinates overall court related matters with all involved parties, including the ~~M~~municipal Jjudge, 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

- ~~Obtains citations from police department, verifies specifics of citations, and inputs necessary data into the Court software.~~
- ~~Establishes appropriate case files, maintains information on current case status, and closes out files of completed cases. Separate case files are maintained for juvenile defendants.~~
- ~~Sets up courtroom and registers the names of those appearing.~~
- ~~Completes court docket of cases heard and pleas recorded, has defendants sign necessary forms.~~
- 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.
- ~~Collects, receipts, and records monies from payment of forfeitures; accounts for all monies collected; and compiles and submits financial reports to appropriate agencies. Sets up, monitors, and extends payment schedules as authorized for parties that cannot pay an entire fine amount at once.~~
- 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.
- ~~Completes citations when no contest pleas are made and provides police department with dispositions of all citations~~
- ~~For those who plead not guilty, issues pretrial and trial notices, and provides municipal prosecutor appropriate paperwork for pretrials.~~
- ~~Schedules motion hearings, indigency hearings, and notifies appropriate parties of dates; tape-records, and download any taped recording of the procedure.~~
- Maintains active warrant and commitment file as well as coordinates the same with police department
- Manages case files and payment records as required by City record retention ordinance and state statutes.
- ~~Sends appropriate notices to DOT, including orders for suspension or revocation of driver's license, reinstatements and convictions status reports.~~
- ~~Prepares a variety of court forms, notices and letters.~~
- Assists the public via telephone or in person by answering questions, explaining court procedures, rescheduling court appearance, etc.
- 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.
- ~~Processes outgoing and returned mail and files appropriately.~~

- 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.
- ~~Releases information to the Police and the Public under the direction of the Municipal Judge, according to state legislation.~~
- 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).
- 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.
- 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.
- ~~Files, tracks and maintains TRIP (Tax Refund Interception Program) and SDC (State Debt Collection) for individuals who have unpaid traffic and/or juvenile citations.~~
- ~~Coordinates the work assignments of adults and juveniles who are sentenced by the court to perform community service, truancy citations and monitoring of attendance confirmation, as well as any Second Chance, DAAP (Drug & Alcohol Awareness Program) & OTRT (On the Right Track) & DAAP POSS (Drug & Alcohol Possession) alternative programs for first offenders.~~

OTHER DUTIES

- 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.
- ~~Assists Judge in annual budget preparation.~~
- Performs other related duties as required or assigned.

MINIMUM POSITION QUALIFICATIONS

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

KNOWLEDGE, SKILLS, & ABILITIES

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, ~~and~~ 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

Condition of Employment

PHYSICAL DEMANDS

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.

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.