

# Job Description

## Human Resource Use Only

Position Number:

Step/Grade – G

Effective Date: 6/2016

## POSITION IDENTIFICATION

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**Position Title:** COURT/ EVIDENCE CLERK

**Division:** Police

**Status:** Full Time Non Exempt

**Workweek:** Mon – Fri (7:00am – 4:00pm)

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Office Manager

**Directly Supervises:** None

## POSITION PURPOSE

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Under the direction of the Office Manager, the Court/Evidence Clerk performs a variety of high-level clerical tasks. The Court/Evidence Clerk assumes the responsibility for the preparation of all law violations for the court of appropriate jurisdiction, including the preparation and processing of all violations of the traffic laws, city ordinances and state statutes and administrative codes. The Court/Evidence Clerk is accountable for the safeguard of evidence and is required to follow established procedures regarding the disposition of evidence. The Court/Evidence Clerk is required to work independently or under general supervision, depending upon the nature of the assignment. The ability to work without extensive supervision, making decisions based on department policy, state or federal law and/or city ordinances is required.

## ESSENTIAL DUTIES

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1. Prepare all criminal warrants, city warrants and commitments, to include entry into WI TIME System.
2. Update, mMaintain complete and accurate records of current and pending cases as well as closing out cases after appropriate judicial action (dispositions for Municipal, Traffic, State, and Juvenile Referrals and State).
3. Prepares and processes all violations of city ordinances and state laws for assigned court dates.
4. File all law violations with the court of appropriate jurisdiction.
5. ~~Records all payments and deposits for both traffic and non traffic offenses and forwards amounts to Municipal Court Clerk.~~
6. ~~Review and submit juvenile referrals.~~

7. Review all citations for accuracy before filing them with the appropriate court.
8. ~~Submit paperwork to Wisconsin Department of Transportation/Department of Motor Vehicles for Administrative Suspensions.~~
9. Keeps accurate records of each transaction in compliance with courtroom procedures and judicial fiat (Municipal, State and Federal).
10. Establish and maintain positive working relations with all outside agencies; supervisors, police officers, judicial entities, referral agencies, city employees and all support staff.
11. Takes phone calls from the public and answers questions from the public in a professional and courteous manner.
12. Follows orders for disposition of evidence and ensures legal return of evidence to owner or other appropriate disposal per State laws.

#### **OTHER DUTIES**

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1. Assign, [prepare and distribute](#) the court dates.
2. Secures complaints [and other related paperwork](#) from the District Attorney's Office, City Attorney's Office and County Clerk of Courts office for all violations of state laws.
3. Relay changes in the deposit schedule and law updates to the officers.
4. Maintains a filing system and all aspects of document management.
5. Operates a copier, adding machine, and other office equipment.
6. ~~Maintain inventory of supplies on hand and orders supplies for Evidence Room.~~
7. Performs other duties as assigned.

#### **MINIMUM POSITION QUALIFICATIONS**

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**Education:** High school degree or equivalent,

**Experience:** Clerical training, progressively responsible clerical experience.

**Certifications/Licenses:** ~~Obtain notary certification~~ and obtain Advanced Wisconsin TIME certification within 6 months of hire.

**Other Requirements:** Above average computer skills. Must be able to maintain strict confidentiality. Ability to train current and new employees on records management system.

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

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Ability to read and interpret policy manual, Wisconsin State Statutes, City ordinances, Supreme Court decisions and other related materials concerning law changes. Ability to write reports and correspondence; draft or compose letters or communications. Ability to understand and follow written and oral instructions. Ability to add, subtract, multiply and divide and calculate percentages. Ability to interpret basic descriptive statistical data and reports. Ability to interpret graphs. Ability to apply situational reasoning by exercising good judgment, decisiveness and creativity. Ability to assess and handle situations with irate customers in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.

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## **BACKGROUND CHECKS- Condition of Employment**

## **PHYSICAL DEMANDS**

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The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** Ability to handle, finger and feel. Ability to coordinate eyes, hands, feet and limbs in performing filing, typing, keyboard, telephone and calculator skills. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, associated with objects or materials.

**Physical Effort:** Ability to exert light physical effort in sedentary to light work, involving lifting 25 lbs., carrying, pushing, walking and standing.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position generally works in an office environment under a controlled climate where exposure to environmental factors is minimal and poses little to no risk of injury. There is risk of exposure to blood born pathogens in the handling of evidence and approved protective clothing, training and safeguards will be provided by the department. In-state travel may be required occasionally.

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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.