



## **City of Austell Municipal Court Court Clerk**

### **Reports to: Chief Clerk of Court and Court Administrators**

#### **Job Summary:**

The Municipal Court Clerk performs a variety of responsible clerical and administrative support assignments in processing and coordinating cases for the Municipal Court and assisting the Municipal Judge and Prosecutor, attorneys, law enforcement and other agencies, and members of the public coming into contact with the Court to ensure that orders, directives, and policies of the Court are executed. Work is performed with a substantial degree of independence within the framework of prescribed policies and procedures, and state laws. Much of the work is highly confidential in nature relating to specialized court activities and police reports.

#### **Essential Functions:**

The following list of duties and responsibilities are intended to illustrate the primary functions of the position and are not intended to be all-inclusive:

- Schedule court dates
- Assist the Judge of the Municipal Court of Austell during court proceedings
- Oversee all court proceedings (arraignments/trials/bond hearings/probation revocations)
- Maintain court records including transcripts of court proceedings
- Track citations from issuance to disposition
- Maintain and create court dockets
- Prepare citations (collect pertinent information for prosecution)
- File motions with the court
- Obtain driving/criminal records as needed as a GCIC certified operator
- Gather test results (BA/UA and drug analysis)
- Issue and track continuances
- Issue and track failure to appear warrants
- Issue administrative license suspensions
- Issue court ordered refunds
- Prepare bind-overs and send to State Court
- Remit dispositions to Department of Driver Services and GCIC CCH
- File dispositions with Police Department and Probation Department as necessary
- Act as Court Liaison for the Austell Police Department
- Work with the Public Defender/Solicitor(s) supply documentation needed prior to court

- Be responsible for and handle large amounts of currency
- Certify dispositions upon request
- Maintain Notary status to assist public/court upon request
- Act as Administrator of the Traffic Violations Bureau and the court
- Ensure that all changes in the law as set by the Legislature are adhered to timely
- Assist the public with questions and concerns with required research, retrieving case information in accordance with court policies and procedures
- Create, prepare, and issue court forms to include warrants, letters, and other correspondence
- Notify all officers of required court dates/dockets
- Attend Court Clerk recertification yearly

### **Knowledge, Skills and Abilities:**

- Knowledge of general office principles and practices.
- Ability to learn judicial language and procedures.
- Ability to type 35WPM, or rate sufficient to perform duties of the job and enter data accurately.
- Ability to perform arithmetic functions including addition, subtraction, multiplication, and division.
- Ability to use tact and courtesy with the public as well as employees and the various City offices in all types of contacts arising during daily work activities.
- Ability to handle multiple interruptions, to adjust priorities throughout the day, and to meet critical deadlines.
- Ability to maintain confidentiality.
- Ability to understand and accurately carry out oral and written instructions.

### **Special Requirements:**

- Must have a satisfactory criminal history
- Must be eligible for GCIC/NCIC access
- Must be able to work 40 hours per week

### **Required Education and Experience:**

- High school diploma or GED equivalent
- Previous office experience of at least 6 months required,
- Knowledge of legal and court proceedings highly desirable

### **Certification, License and Special Requirements:**

- Ability to obtain GCIC Certification within 30 days
- Ability to become a Notary Public within 2 months
- Ability to become a Certified Court Clerk after working test period has ended

### **Physical Demands:**

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

Where performing the duties of this job, the employee is occasionally required to sit, talk, and hear. The employee constantly is required to stand, walk. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment:**

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

The office environment involves everyday risks of discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulation. The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal applications, rating of education and experience, oral interview and reference and background check. The City of Austell is a Drug-free workplace, if selected; a drug screen will be required.

The duties listed herein are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute as an employment agreement between the City of Austell and the employee and is subject to change by the City of Austell as the needs of the City of Austell and requirements of the job change.

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

How to apply:

- Please complete an application in its entirety and return it to Human Resources.
  - ❖ 5000 Austell Powder Springs Rd. Suite 220  
Austell, GA 30106  
(770) 944- 4303