

**City of Sallisaw
Job Description**

Job Title: Municipal Court Clerk

Exempt (Y/N): Yes	Department:	Customer Service
Date: July, 2003	Reports To:	Customer Service Supervisor

SUMMARY

The incumbent is responsible for the efficient operation of the Municipal Court Clerk's Office. Incumbent also performs duties as a Customer Service Representative.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Collects cash bonds, citations and jail list and reports the same to the Municipal Judge.
2. Prepares court docket and assists Judge; keeps record of pleas and judgments made in the Municipal Court; and, prepares warrants for Judge's signature.
3. Files and maintains citations signed out and issued by City Officers for Juvenile Court.
4. Prepares and submits reports in a timely manner. Ensures that payments are made to CLEET and OSBI, as mandated by state statutes.
5. Communicates with individuals who have received citations and explains city ordinances, policies and state statutes.
6. Attends workshops and training courses to further education regarding new state laws and procedures pertaining to municipal court operations.
7. Receives phone calls after hours from police dispatchers regarding court business and, if needed, reports for duty to resolve any issues.
8. Functions in the capacity of a Customer Service Representative, and performs all duties of the same.
9. Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required. Three years related experience and/or training preferred.

LANGUAGE SKILLS

Must be able to read, analyze, and interpret common financial reports and legal documents. Must have the ability to respond to common inquiries and/or complaints from customers, regulatory agencies, or members of the business community in an effective manner. Must be able to compose business correspondence, using proper grammar and punctuation.

COMMUNICATION SKILLS

Contacts with other city departments and offices on a daily basis. Daily contact with the public, patrons, and/or other outside representatives. Must be able to maintain a cooperative working relationship with other departments and personnel of the city. Must exhibit a pleasing and helpful personality.

MATHEMATICAL SKILLS

Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER AND FILING SKILLS

Must have basic computer skills. Must be familiar with, or proficient in, Microsoft Word and Microsoft Excel. Must have proficient filing / organization skills.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee must be able to talk and hear. The employee must be able to sit for extended periods of time; stand; walk; use hands, arms and fingers to handle, feel and reach. Must also be able to stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required


by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

Work is performed in an office environment. Noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of the City of Sallisaw, Oklahoma.

Approved:  Date: 10-30-14
City Manager

Modified: 02/01/10, 10/30/2014