

**City of Moore**  
**Deputy Court Clerk**  
**Job Description**

**Job Code:** 42  
**Exempt:** No  
**Department:** Municipal Court  
**Reports To:** Municipal Court Administrator  
**Location:** Municipal Court  
**Date Prepared:** January 15, 2016  
**Date Revised:** May 05, 2016

**GENERAL DESCRIPTION OF POSITION**

To perform a wide variety of technical, clerical and secretarial duties in support of the municipal court, including sorting and processing court records, processing citations and conducting necessary court filing; to ensure work quality and adherence to established policies and procedures; and to provide technical and clerical support to the Municipal Court Administrator

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Participate in administrative services, activities and operations of the municipal court, including maintaining and ensuring accuracy of records of the court process, responding to complaints and requests for information regarding regulations, policies and procedures; and to coordinate and communicate information to the general public, city employees, attorneys, judges and other agencies and individuals as necessary. This duty is performed monthly, about 5% of the time.
2. Perform a variety of technical, clerical and secretarial duties in the municipal court division including sorting and processing the court records, citations and related documents; receipt and processing of citations; and conducting necessary court filing. This duty is performed daily, about 15% of the time.
3. Enter data on each case; proofread cases submitted by Police Officers; assign court dates for defendants and attorneys; file citations, warrants, cases and depositions into municipal software for citations; send letters for delinquent citations; and prepare correspondence as required. This duty is performed daily, about 15% of the time.
4. Respond to inquiries and complaints from the general public and court customers on the telephone and in person; collect payments due from customers; provide information regarding various court services. This duty is performed daily, about 5% of the time.
5. Pick up tickets, monies and prisoner bonding documentation; check prisoner board; notify the Judge of any changes; prepare record checks, blood test results and arrest reports for City Attorney; prepare summary of each defendant relative to previous history; submit summary to City Attorney. This duty is performed daily, about 5% of the time.

6. Verify warrants for Police department; deliver warrants to officers or to the Police Department as necessary; coordinate warrants of defendants attending court with bailiff; prepare warrant tickets as needed. This duty is performed daily, about 5% of the time.
7. Prepare court letters, dockets, subpoenas, notices and other related materials; prepare and maintain accurate and detailed files and records. This duty is performed weekly, about 15% of the time.
8. Participate in the performance of a variety of data entry and computer functions in support of the municipal court, including case dispositions, court dates and warrants; mail and file tickets, receipts and other court documentation. This duty is performed daily, about 10% of the time.
9. Record information regarding each case on clerk's copy to enter disposition; prepare mail-in payments for cashiers; coordinate cashier receipts with each case; verify amounts; mail receipts to defendants as needed. This duty is performed daily, about 10% of the time.
10. Provide staff assistance to the Municipal Court Administrator; prepare periodic reports of municipal court activities; prepare and present staff reports and other correspondence as appropriate. This duty is performed as needed, about 5% of the time.
11. Coordinate court service activities with those of other divisions and outside agencies and organizations; advise surety bondsman, code enforcement, animal control officers, citizens, and police officers on the current status of the docket as needed. This duty is performed as needed.
12. Attend court session as needed; perform a variety of administrative, cash management and customer services activities at court sessions. This duty is performed weekly, about 10% of the time.
13. Serve as the Municipal Court Administrator in his/her absence as needed. This duty is performed as needed.
14. Good attendance is required. This duty is performed weekly.
15. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
16. Confidentiality is required upon specific notification to the employee. This duty is performed as needed.
17. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability 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 prepare and interpret bar graphs.

**CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of, or ability to obtain, a valid Oklahoma driver's license may be required

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**SOFTWARE SKILLS REQUIRED**

Intermediate: Database, Word Processing/Typing

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Spreadsheet

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

**EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

**WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

**ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

**PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; frequently required to stand, talk or hear; and occasionally required to walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

**ADDITIONAL INFORMATION**

Council Approved July 05, 2016

Knowledge of:

- Methods and techniques of providing efficient court clerk services
- Operational characteristics, services and activities of a municipal court
- Methods and techniques of docket preparation
- Principles and practices of data entry
- Effective customer service practices
- Cash handling procedures
- Methods and techniques of providing efficient court services
- Modern office procedures, methods and equipment including computers and municipal court software applications
- Court scheduling and legal proceedings
- Pertinent federal, state and local laws, codes and regulations

Ability to:

- Perform a variety of data entry and municipal court functions
- Maintain effective business methods for the administration of municipal court affairs
- Coordinate and direct the performance of a variety of court services
- Recommend and implement goals and objectives for providing effective court services
- Interpret and explain City court policies and procedures
- Prepare clear and concise reports
- Work independently in absence of supervisor
- Respond to requests and inquiries from the general public
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general clerical experience in an office with a significant degree of public contact

Education:

High school diploma or equivalent

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma driver's license may be required

## WORKING CONDITIONS

### Environmental Conditions:

Office environment; exposure to computer screens; work closely with others.

### Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment. Must be able to perform attached essential job functions.

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## Task Description

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Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (25 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25 lbs)