

# CITY OF HELENA



**Position Title:** Court Clerk

**Department:** City Court

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Purpose:**

The purpose of this position is to perform a wide variety of clerical, financial and technical duties for the Municipal Court involving the processing of highly sensitive and confidential information.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

**General Clerical duties**

This position serves as a receptionist at the counter and by telephone, answers inquiries relating to citations, trials and other court matters; assists the general public by providing general information regarding the location, dates and times of court events, policies and procedures; redact personal information from records before providing records and certify records if requested; and refers matters unrelated to Municipal Court to the appropriate agency. The incumbent is also responsible for imaging documents into the computer system.

**Financial duties**

The incumbent receives and maintains large amounts of cash and checks and issues computerized receipts for payment on fines, bonds and forfeitures; verifies payments from Department of Revenue and Collections Bureau Services for delinquent accounts; reviews payment agreements for current status and sends notices of non-compliance if necessary; processes and prints daily accounting reports; prepares bank deposits; prepares and issues warrants on defendants who do not pay fines; and arranges time payment agreements for defendants who plead guilty but cannot pay the total amount of the fine.

**Court specific duties**

This position files a large volume of new civil complaints, civil answers and civil counterclaims; files notices of trial and judgment debtor hearing; schedules court hearings and trials for defendants and sends out applicable notices; processes appeals; pulls cases set for hearing and trials each week and review for accuracy of documentation; prepares the weekly calendar for court and distributes to applicable agencies; Files temporary and permanent restraining orders; prepares summons for jury duty and maintains current status of jury panel; prepares and issues warrants on defendants who do not appear; processes and files served subpoenas, warrants and search warrants; assists in the proper handling of prisoners and assists officers regarding court appearances; and monitors various programs (such as community service, ACT, anger management) and other conditional sentences and takes appropriate actions when needed.

**Outside agency customer service duties**

Incumbent prepares DUI referral documents and deferred prosecutions; issues paperwork and notification to agencies of defendants assigned to the 24/7 program, monitors for violations and processes paperwork for revocation of mail or agreement; assists the Deputy City Attorney/Prosecutor with cases as assigned; retrieves paperwork from police department and/or detention center for appearances; verifies citations, previous convictions and outstanding obligations owed to court; works closely with Defense Attorneys and Public Defenders on pending cases and files motions and orders as needed; conducts background checks and driving records as requested; completes ACT Referral forms and distributes appropriately; and testifies in Municipal Court and District Court as requested.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Modern office practices, methods, equipment and software
- Court and legal terminology and procedures
- Principles, structure and methods of the local judicial system
- Principles and practices of record keeping, data collection and report preparation
- Pertinent Federal, State and local laws, codes and regulations
- Principles and practices used in dealing with the public
- Principles and practices used with confidentiality, public records and discretion used in handling and processing confidential criminal history records
- Basic mathematical principles, bookkeeping and accounting methods
- English usage, spelling, grammar and punctuation

### **Skill or ability to:**

- Learn and use court specific software
- Type and enter data as a speed necessary for successful job performance
- Perform assigned work with accuracy, speed and minimal supervision
- Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions
- Prepare and maintain accurate and complete confidential records and reports
- Meet and deal tactfully and effectively with the public
- Handle multiple tasks and duties under stressful conditions
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **Physical Demands:**

The position works mostly in an office environment requiring the ability to stand, bend, kneel, lift up to 30 lbs, hear, see and communicate clearly.

## **Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

## **Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of high school graduation or equivalent supplemented by specialized training or coursework in office practices, legal procedures or a related field AND three years of clerical experience involving public contact and handling large quantities of money AND one year of legal and/or law enforcement experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

Must be able to pass a thorough background check.

## **License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

## **Supervision Received:**

Supervised by the Court Administrator

## **Supervision Exercised:**

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.