

# CITY OF HELENA



**Position Title:** Deputy Court Clerk      **Department:** City Court  
**Position #:** 12604      **Grade:** 126  
**EEO Category:** (06) Admin. Support      **FLSA:** Non-Exempt  
**EEO Function:** (01) Financial Admin.      **Work Comp Code:** 8810

## **DEFINITION**

Under general direction, to plan and perform a wide variety of financial, technical and clerical duties for the City Court involving the processing of highly sensitive and confidential information; to provide information, direction and assistance to staff when necessary.

## **SUPERVISION RECEIVED**

Supervised by the Clerk of City Court/Court Administrator.

## **SUPERVISION EXERCISED**

May exercise technical and clerical supervision of Court Clerks in absence of Clerk of City Court/Court Administrator.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assist in developing procedures; provide recommendations for changes in procedures to improve efficiency of operations; recommend improvements in work flow and use of forms.

Assist in developing procedural manuals for Court Clerk and Deputy Court Clerk positions; train personnel.

Review documents used in FullCourt (in-house computer program) and make recommendations for changes and/or improvements; develop new documents for use in FullCourt and instruct personnel on use of new document.

Assist in updating information in FullCourt Jury Program; send appropriate notices or letters to jurors; assist in preparing and mailing summons for jury duty; prepare and print jury panel instructions and verdict forms as necessary; serve as bailiff during jury trials as assigned.

Perform a variety of clerical duties including typing, proofreading, filing, checking records and recording information on records; review information and data for completeness and accuracy; enter Notices to Appear (citations), warrants, dispositions, conditional sentences, orders, driver's license suspensions and judgments into computer system; print referral forms, Deferred Impositions, warrants, orders, suspensions, and additional forms as needed; compile and prepare various departmental files, records, and reports for various agencies; compose letters to victims, witnesses and defendants concerning judge hearings; prepare Citizen complaints for filing charges in City Court; prepare and process computerized summons, trial orders and jail orders; prepare and issue warrants on defendants who do not appear.

Receive and maintain large amounts of cash and checks and issue computerized receipts for payment on fines, bonds and forfeitures; ensure correct payment is credited to the docket and correct information is recorded; verify payments from Department of Revenue for delinquent accounts; review payment agreements for current status and send notices of non-compliance if necessary; process and print daily accounting reports; prepare bank deposits; prepare and issue warrants on defendants who do not pay fines.

**Important & Essential Duties cont.:**

Perform bookkeeping functions for bonds pending; record bond money on court docket and credit to the correct account; issue check for refunds or transfer of funds to District Court for payment of fines.

Serve as receptionist at the counter and by telephone; answer inquiries relating to citations, trials and other court matters; assist the general public by providing general information regarding the location, dates and times of events and Court policies and procedures; conduct background checks upon request by researching current and archived records; redact personal information from records before providing and certify records if requested; refer matters unrelated to City Court to the appropriate agency.

Arrange time payment agreements for defendants who plead guilty but cannot pay the total amount of the fine; assure that the agreement is signed by the defendant; record payments and next payment due date on the agreement and update the computer correctly; issue receipts showing the amount of payment, balance due, and next payment date; compute the unpaid balance; audit the computer and time pay for accuracy.

Retrieve paperwork from police department and detention center for appearances; verify citations, previous convictions and outstanding obligations owed to the court. Complete, file and distribute court dispositions and necessary paperwork.

Schedule court hearings and trials for customers; collect necessary information including copies of the police reports from the Support Services Division; generate and mail copies of trial notices to the defendant, complainant, police officers, witnesses, victims and attorneys; obtain information for discovery motions and distribute to appropriate attorney; act as a liaison between officers, attorneys, defendants and the court; verify court dates, appearances, citations and other information upon request by various agencies; record trial information on court calendar and update as needed; file documents for attorneys and defendants and take appropriate action as needed; process appeals and file with District Court – route notice of appeal to City Attorney. Reschedule trials that are continued; request a written motion and waiver from the defense attorney for the court file.

Prepare weekly calendar for the court and distribute copies to various agencies; maintain the weekly calendar as the court week progresses; notify proper agencies of changes to weekly calendar.

Answer telephone inquires of officers regarding court appearances; print and distribute monthly calendars for officers with court hearings; approve officer's requests for vacation and overtime; update computer system with approved vacation dates; assist and provide information to officers when requested.

Assist in the proper handling of prisoners; complete forms and paperwork and ensure court orders are properly drawn up and sent to the jail; compose follow-up letters to defendants who fail to serve a jail sentence or scheduled house arrest with the Sheriff's Department; issue warrants on defendants who fail to respond to letters regarding their sentence; explain sentences and consequences for failure to comply with sentences to prisoners.

Prepare DUI referral documents and Deferred Prosecutions for the Judges signature and distribute to attorneys and the defendant.

Assist the Deputy City Attorney/Prosecutor with cases as assigned; provide information as requested; prepare court documents for Deputy City Attorney/Prosecutor for signature.

Work closely with Defense Attorneys, Public Defenders on pending cases; file motions and orders in City Court.

Complete ACT Referral forms and send to an appropriate ACT Program provider.

**Important & Essential Duties cont.:**

Monitor community service, ACT program, anger management and other conditional sentences and take appropriate actions when needed; update computer system with compliant or noncompliant information; print and mail computerized letters to noncompliant defendants; prepare and issue warrants for noncompliant defendant.

Monitor participation in the Domestic Abuse counseling program; complete and process domestic abuse offender paperwork; send letters for non-compliance; prepare show cause and petition to revoke hearings and warrants; recommend procedural changes in monitoring domestic abuse offenders; ensure that officers serve revocation and show cause orders in a timely fashion.

File Temporary and Permanent Restraining Orders and civil cases including the receipt, numbering, and data entry of cases; schedule court hearings; enter, process and print Orders and distribute to proper agencies for service; enter and print dismissals; enter and print civil judgments.

Assist in the referral of Juvenile Possession Offenders to Youth Service/Diversion Program; distribute copies to the Youth Court, Insight Program, and the Helena School District.

Obtain driving record from the State of Montana driver's license conviction system.

Testify in City Court and District Court as requested.

Process and file served subpoenas and warrants.

Serve as the Clerk of City Court upon the request or absence of the Clerk of City Court/Court Administrator.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Modern office practices, methods, and computer equipment.

Court and legal procedures

Principles, structure, and methods of the local judicial system

Principles and procedures of record keeping.

**Knowledge of cont.:**

Principles and practices of data collection and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and practices used in dealing with the public.

Basic bookkeeping and accounting methods.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

**Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

**Ability to:**

Perform responsible clerical work with accuracy, speed, and minimal supervision.

Learn, 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.

Perform accurate mathematical computations.

Meet and deal tactfully and effectively with the public.

Respond to requests and inquiries for information regarding Court policies and procedures.

Handle multiple tasks and duties under stressful conditions.

Understand and follow oral and written instructions.

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**

Requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear and see. Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with other City employees and the general public both in person and over the telephone;

Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of written materials and to make and retrieve computer data and information entries;

Sufficient manual dexterity, with or without reasonable accommodations, which permits the employee to operate a computer keyboard and to make handwritten notations and to move files as needed;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to serve the general public at the counter in the City Court's office and to use a step stool to access files in the office. Requires the ability to move or lift documents and materials weighing up to 30 pounds.

**Work Environment:**

Ability to work in a hectic office environment.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of clerical experience involving public contact and handling large quantities of money including two years of experience in the legal field.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in office practices, legal procedures, or a related field.

**License or Certificate:**

Possession of or ability to obtain Notary Public certification by the State of Montana.

**After reading this job description, would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_