Position: Court Records Specialist	OCPEA
Department: Finance – Municipal Court	FLSA: Non-exempt
Reports to: Municipal Court Services Manager	See Police Salary Schedule

Summary

Performs various duties of a routine and repetitive nature to process and transact judicial business according to policies and procedures of the Municipal Court. Serves as receptionist for the Court, which involves extensive personal and telephone contacts with the general public. Works with and is responsible for the security of confidential information.

SUPERVISION RECEIVED:

Works under the direction of the Municipal Court Services Manager.

SUPERVISION EXERCISED:

Supervision is not a normal responsibility of positions in this classification; however, in the absence of the Municipal Court Services Manager, work may be assigned to office personnel and oversees the general operation of the Court. May assist in training new employees.

Essential Duties and Responsibilities

An employee in this classification may perform any of the following duties, however, these examples do not include all of the specific tasks that an employee may be expected to perform.

- Maintains court case records, and coordinates with the Police Department, City Prosecutor, Defendant's Attorney, Judge, Division of Motor Vehicles, and others.
- Collects monies for fines, fees and bails. Receipts and credits payments for fines and bails. Responsible for collections notices for overdue accounts.
- Handles incoming telephone and correspondence from general public, defendants and attorneys. Composes routine replies to correspondence with or without dictation. Refers public to appropriate staff for assistance.
- Requests computerized driving, Motor Vehicle Registration, and Criminal History Records through a computer terminal.
- Acts as Docket Clerk which includes, calendaring court caseload, and issuing subpoenas and trial notices; coordinates jury panels.
- Processes new incoming cases and insures that contents of cases are accurate and that cases are filed properly.
- Monitors probation clients; schedules community service and hearings for failure to comply with probation.

- Compiles crime reports, other related reports and statistics and disburses them to the appropriate agency.

- Completes Oregon State Bureau Fingerprint Disposition cards when case is concluded and forwards to the Oregon State Bureau of Identification and local Law Enforcement Agency.

- Serves as Court Bailiff, as directed by the Clerk.

OTHER DUTIES PERFORMED:

- Notarizes complaints, indigent defense requests, and varied other documents.

- Performs other duties as assigned.

Qualifications

- **Knowledge Skills and Abilities**

Considerable knowledge of modern office practices and procedures. Considerable knowledge of business English, math, spelling, punctuation and legal terminology. Knowledge of basic data processing applications and systems.

Ability to learn Court procedures rules and regulations. Ability to operate word and data processing equipment. Ability to accurately type at 50 w.p.m. Ability to work harmoniously with supervisors, co-workers, members of the legal profession, other governmental agencies, law enforcement personnel and the general public.

- **Experience and Training**

Two years of recent clerical experience involving typing, record keeping, filing and receptionist work, preferably in a legal environment. High School diploma or equivalent GED certificate. Must be able to obtain and maintain a current Oregon Law Enforcement Data System certificate within six months of employment. Any satisfactory combination of experience and training which insures the ability to perform the work required may be substituted for the above.

- **Special Note**

Persons employed in this classification will be subject to a background investigation. Prior criminal history will be reason for disqualifying that individual from further consideration for employment.