

## City of Oregon City

## Position Description

Position: Senior Court Clerk	OCPEA
Department: Finance – Municipal Court	FLSA: Non-exempt
Reports to: Municipal Court Services Manager	Police Salary Schedule

### **Summary**

This is the advanced level in the Court Specialist series. Incumbents perform the most difficult assignments requiring a higher level of responsibility, applying advanced subject knowledge and exercising significant independent judgment and initiative. Positions at this level receive work assignments in terms of objectives, priorities and deadlines. Completed work is normally reviewed for technical accuracy, compliance to program objectives and overall results. Senior Court Clerk differs from the Municipal Court Services Manager as the latter performs full supervisory duties while the Senior Court Clerk may perform functional and/or technical supervision of staff. Incumbents in the Senior Court Clerk classification are assigned the most advanced and complex court management functions that require advanced knowledge and skill.

#### **SUPERVISION RECEIVED:**

Works under the direction of the Municipal Court Services Manager.

#### **SUPERVISION EXERCISED:**

May provide daily functional and / or technical supervision of staff. 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.

- Assists the Court Administration with technical and administrative functions.
- Makes release decision of incarcerated individuals. Coordinates release dates and video arraignments with the jail.
- Processes criminal cases. Monitors probation clients for compliance. Sets hearings as needed. Maintains record management of criminal files.
- Schedules bailiffs depending on court needs.
- Conducts record checks and provides information to requesting agency.
- Compiles crime reports, other related reports and statistics and disburses them to the appropriate agency.

- Coordinates with jail staff, police department, attorneys, community corrections, judge, prosecuting attorney and public as needed. Reviews questions from public and forwards as necessary.
- Supports the relationship between the City of Oregon City and general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes goals and priorities and complies with all City Policies and Procedures.
- Acts as back-up to Manager when unavailable or absent.

**OTHER DUTIES PERFORMED:**

- Performs other duties as assigned.

**Qualifications**

▪ **Knowledge Skills and Abilities**

Significant knowledge of current court policies, practices and procedures. Considerable knowledge of rules and regulations governing criminal cases tried in municipal court and principles and practices of confidential records management and file maintenance.

Skill in using initiative and independent judgment within established procedural guidelines. Skill in working under pressure in a dynamic environment with changing priorities. Skill in preparing, filing, and distributing a wide variety of legal documents.

Ability to learn and become proficient in court specific software programs. Ability to handle stressful situations with customers. Ability to interact tactfully and courteously with court customers and those seeking information about court functions. Ability to establish and maintain effective working relationship with co-workers and court personnel. Ability to communicate effectively verbally and in writing.

▪ **Experience and Training**

Associates Degree or equivalent and one year court clerk experience; OR three years court clerk experience; OR equivalent of education, training and experience.

Must be able to obtain and maintain a current Oregon Law Enforcement Data System certificate within six months of employment.

▪ **Special Note**

Ability to pass a criminal background investigation.