

City of Mound City Municipal Court Clerk

Position Summary:

Under the administrative supervision of the Municipal Court Judge, the Municipal Court Clerk performs tasks related to the administration of the city's municipal court system. The Municipal Court Clerk is the official custodian of all the municipal court documents, the employee has a substantial amount of public interaction, particularly and primarily with individuals who have received citations. The person must have excellent public relations and communications skills. The Municipal Court Clerk must be bondable. This position is a non-exempt position under FLSA.

Principal Purpose of Job:

Performs the duties of Clerk of the Municipal Court in compliance with state regulations as directed by the City Attorney and the Municipal Court Judge. Records and documents all steps in the judicial procedure. Performs a variety of routine calculating, accounting, and typing duties to accomplish the processing of citations and court cases for the Court.

Essential Job Functions:

- Processes local public offences, traffic citations, suspensions and reinstatements from beginning to end in the court software and forwards to the State DMV office as required.
- Prepares Court Docket for Judge and maintain a record and filing system for their orderly processing.
- Organize the court calendar and issue notices to those ordered to appear.
- File miscellaneous documents related to the court's operations and enter on computer system.
- Receive payments on fines; receipt and bank all money received by the Court. Enter data on into court system computer.
- Complete dispositions on citations. Complete necessary forms, such as time payment forms or community service work forms. Distribute dispositions and forms to Kansas DMV and maintain records according to procedure.
- As directed by Municipal Court Judge, type court documents for signature of the Municipal Court Judge.
- Process and track diversion cases from 6 months to a year as needed for City Attorney and Municipal Judge.
- Maintains all court software, court files, tickets, records, and destruction schedules.
- Performs duties as Court Clerk in monthly court, processing paperwork with Judge.
- Prepares monthly and quarterly State of Kansas Department of Motor Vehicle reports and submit for payment and processing.
- Processes background checks for traffic violations requested by the Office of Personnel Management, Military recruiting groups and other companies for hiring purposes.
- Ability to be extremely accurate in detailed recordkeeping in an environment with frequent interruptions.
- Ability to use good judgment to balance concern for individuals' feelings with the necessity to adhere to the law and communicate necessary information clearly and firmly.
- Performs other duties as deemed necessary.