

The Municipal Court Clerk will be responsible for providing clerical support in a variety of cross functions to maintain daily operations at the Court. This position requires an ability to work independently and in a team, fast-paced, dynamic environment where attention to detail is paramount in all operations. A successful candidate in this role should communicate exceptionally well. The Municipal Court Clerk will collaborate directly with other applicable internal departments as well as provide assistance to external customers.

### **Duties**

- Create files for court cases. Maintain and manage the files.
- Collect, receipt and record fines and fees for citations and court files.
- Collect, enter, and record bail and bonds received by the court.
- Balance cash drawer and prepare financial documents.
- Schedules court hearings and notify parties involved.
- Process documents, warrants, orders to show cause and other paperwork files with the court.
- Take minutes of court proceedings and process paperwork for parties involved.
- Answer phones and communicate with the public, other agencies, and City departments.
- Perform all other duties as assigned.

### **Minimum Qualifications**

#### **REQUIRED:**

1. High school diploma or equivalent (GED)
2. Cash handling experience
3. Pass a background check and drug screening
4. Two years of progressively responsible office and computer experience in Microsoft Office.

#### **PREFERRED:**

1. Bilingual
2. Associate's degree in a related field from an accredited college or university or combination of equivalent year's education and experience.
3. Legal background.

### **Additional Information**

Ability to multi-task, establish priorities, work independently, and maintain organization. Work requires continual attention to detail in entering, composing, typing and proofing data and materials. Knowledge of computers and related software, and accounting/billing processes. Must have high level of interpersonal skills to handle sensitive and confidential situations with both internal and external customers. Position continually requires demonstrated poise, tact, and diplomacy. Ability to get along appropriately with co-workers and the public.