

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Deputy Clerk
DEPARTMENT: City Court
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Deputy Clerk for the City Court, responsible for the completing of various duties of the business functions of the City Court.

DUTIES

Maintains various detailed records as required, such as monthly bank statements, annual revenue reports and compiles reports as required.

Responsible for monitoring status of inmates for the Court.

Prepares Court docket, Court hearings, Court filings, and minutes.

Responsible for knowledge and understanding of the daily operations of the City court. This includes but is not limited to: ability to answer customer questions/complaints, basic knowledge of processing old and handwritten tickets and misdemeanors, knowledge of BMV documents, knowledge of bonds, knowledge to file pleadings, knowledge about processing mail, knowledge of window payments and e-payments.

Prepares research on prior convictions for police agencies.

Oversees the close cash drawer at the end of the business day.

Performs related duties as assigned.

JOB REQUIREMENTS

Ability of effectively communicate orally and in writing with co-workers, other City department personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports.

Ability to effectively communicate orally and in writing with co-workers, other City department, Attorneys, defendants and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, private sector organizations, and the public. The purpose of these contacts is to complete work assignments/responsibilities, provide a service, and answer questions.

Reports to Court Clerk.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office and/or standing for long periods, lifting/carrying objects weighing less than 20 pounds, reaching, handling/grasping and close vision. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Deputy Clerk describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Court Clerk
DEPARTMENT: City Court
STATUS: Full Time
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DATE REVISED:

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Incumbent serves as the Court Clerk for the City Court, responsible for the supervision and coordination of the business functions of the City Court.

DUTIES

Supervises and directs assigned personnel.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions.

Maintains various detailed records as required, such as personnel time sheets, quarterly status reports, expense reports, and compiles reports as required.

Responsible for monitoring list of inmates for the Court and tax intercepts.

Prepares and manages Court docket, Court hearings, minutes and recordings.
Oversees inventory control for department equipment and supplies.

Oversees daily bank deposits and entering of revenue.

Responsible for accounts payable functions of the department. Oversees claims processing in coordination with the schedule and procedures adopted by the Clerk-Treasurer's Office.

Responsible for knowledge and understanding of the daily operations of the City court. This includes but is not limited to: ability to answer customer questions/complaints, basic knowledge of processing ticket and misdemeanors, knowledge of daily ticket download, knowledge to process cases, knowledge to file pleadings, knowledge about issues regarding warrants, mail and sentencing orders.

Prepares and manages budgets, including financial expenditures and financial record maintenance.

Performs related duties as assigned.

JOB REQUIREMENTS

Ability of effectively communicate orally and in writing with co-workers, other City department personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate and maintain various office

equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to effectively communicate orally and in writing with co-workers, other City department, Attorneys, defendants and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, private sector organizations, and the public. The purpose of these contacts is to complete work assignments/responsibilities, provide a service, and answer questions.

Reports directly to City Court Judge.

PHYSICAL EFFORT AND WORK ENVIRONMENT

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