



Clerk of the Court

DEFINITION

Under direction, lead and perform responsible technical and clerical duties in support of the Green River Municipal Court; and provide information and assistance to the public regarding Court policies and procedures.

SUPERVISION RECEIVED

Reports to the Municipal Judge.

SUPERVISION EXERCISED

May exercise technical and functional supervision of lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as clerk while court is in session; prepare warrants and subpoenas; summon jurors; prepare claims for jurors and witnesses; prepare trial schedules; assist attorneys by providing information; docket and process citations from Police Department; provide information and answer inquiries.

Assist in setting trial dates; maintain docket book; maintain court files and permanent records of the court; receive, receipt, and deposit fines, bonds, forfeitures, and other funds received by the court; compile and file reports; maintain liaison with and notify Police Officers, attorneys, witnesses, jurors, and other concerned parties of court dates and actions; schedule appointments.

Assist in preparation of the court budget.

Train and lead other workers in court and office procedures.

Monitor the Casselle Court System which includes the intake of citations/criminal cases, processing fines, updating cases, accounting process, and running abstracts/FTAs/NRVC notices for Department of Transportation.

Process vehicle Failure to Appear and Non-Resident Violator Compact Notices.

Monitor and update Street Rules On-line Traffic School Programs; monitor and update Youth Educational Shoplifting Program; monitor and update 3rd Millennium Classroom Program (which includes online alcohol and drug education courses); ensure public awareness; process and ensure collection of fees; set up class dates and times; send notification to defendants/public when class is held; maintain tables of those participating in each program; create, maintain, and update pamphlets.

Monitor and update Work Restitution Program; ensure public awareness; schedule participants; confirm correct data is processed for federal funding; monitor defendants sentenced for work restitution; create, maintain, and update pamphlets.

Monitor and update Teen Court Program; ensure public awareness; schedule, train, and notify Teen Court jurors, defendants, and parents when Teen Court is held; process fees, abstracts, and dismissals; maintain files of those who have completed program; create, maintain, and update pamphlets.

Perform criminal searches for the FBI/Military; run criminal background history and dispositions; process paperwork.

Reconcile Casselle Court system and City of Green River Municipal Court bank statements.

Archive old files, citations, and accounting logs.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

The judicial system and the specific practices and procedures of municipal court.

Policies and procedures relating to the processing of court documents.

Legal terminology and basic criminal and traffic codes.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods, and computer applications.

Principles and procedures of recordkeeping, reporting, and accounting.

Basic mathematical skills.

Safe driving principles and practices.

Skill to:

Type at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide planning and coordination of work restitution and clerical staff.

Collect data and prepare initial annual budget draft.

Perform court clerical duties in an independent manner.

Correctly interpret and apply the court policies and procedures.

Prepare and maintain financial reports and summaries.

Maintain accurate files and records in accordance with requirements of the Municipal Judge, Wyoming Supreme Court, and auditors.

Understand and follow oral and written instructions.

Perform basic mathematical calculations.

Work independently in the absence of supervisor.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Six years of general clerical experience. Court experience is desirable. Notary Public status required.

Training:

Equivalent to a high school diploma supplemented by clerical training and/or business college coursework and accounting and computer training.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Effective date: October 2003

Revised: February 2009