

City of Easley Municipal Court

Part-time Municipal Court Clerk
9:00am – 2:00pm, Monday through Friday
\$14.00 per hour

Deadline for applications: May 10, 2019

Please submit your resume to Jennifer Jennings by email at jjennings@cityofeasley.com or drop off at City Hall, located at 205 N 1st St Easley, SC 29640.

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform a variety of responsible clerical functions in support of Municipal Court proceedings and office functions, performing tasks as prescribed by law to ensure the proper operation of the court and accurate record-keeping and assessment of revenues, and to perform related duties as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Prepares, processes, enters, maintains, files, issues, distributes and/or transmits as appropriate various records, notices and legal documents, ensuring completeness, accuracy and compliance with legal requirements; documents may include but are not limited to indexes, rules to show cause, court calendars, tickets and citations, NRVCs, pleadings, judgments, jury notices, jury lists, motions, appeals, sentence sheets, commitments, dispositions, expungement orders, trial sheets, court orders, subpoenas, summonses, court rosters, warrants, warrant dismissals, conditional discharges, remands, etc.

Performs computer data entry to record and retrieve case information and to prepare reports and correspondence; maintains computer back-ups and generates various reports as requested.

Prepares monthly trial court dockets; maintains docket for Police Department; signs in defendants appearing for court.

Schedules jury trials, pre-trial hearings, bench trials, and preliminary hearings; notifies all parties involved of assigned court dates.

Assists with jury selection; prints and mails juror summonses; maintains juror listings; signs in jurors during jury selection and on trial dates.

Maintains, prepares, and processes court cases assigned to diversion programs.

Notarizes and certifies documents.

Maintains accurate and complete court files with security and confidentiality.

Receives and receipts fines and restitution payments; posts payments to appropriate accounts; prepares deposits; maintains cash drawer; prepares daily collection reports; responds to account inquiries from various individuals and agencies as appropriate.

Prepares weekly court dockets; signs in defendants appearing for court.

Assists judges in courtroom as requested.

Assists defendants, attorneys, solicitors, court personnel, law enforcement personnel, jurors, magistrates, and others in completing or obtaining various legal documents as required for court; explains court policies and procedures as needed.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; greets and assists office visitors.

Performs other general clerical work as required, including typing documents, copying and filing documents, retrieving files, sending and receiving faxes, assembling materials, processing daily mail, etc.

Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility.

Attends meetings, training, workshops, etc., as necessary to enhance job knowledge and skills.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

Must possess Notary Public certification.

EXPERIENCE REQUIREMENTS:

Requires over one year and up to and including two years of clerical, legal and/or courtroom experience.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

ADA COMPLIANCE

The City of Easley is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.