

Town of Mount Olive

Job Title: Municipal Court Clerk

Effective Date: September 2021

Work Schedule: Part-Time

Job Summary

Individual is responsible for all administrative, clerical and financial functions of the municipal court. Individual is responsible for daily data entry of traffic citations, criminal complaints, making charges and city ordinance citations in computer system. Will schedule traffic hearings, criminal hearings and any other hearings or jury trials set by municipal court judge. In addition, the individual will process all necessary paperwork involved with case processing such as hearing summons, jury summons, subpoenas, court orders and judgements. Will update files and court computer system with case dispositions. Prepare warrants and delinquent notices as requested by municipal court judge. The individual will collect fines from the public and make deposits to the city clerk daily. Individual must be able to keep confidentiality of all court cases. Individual will perform other duties as assigned.

Education Requirements

High school diploma or GED required

Court clerk experience

Must be proficient with working with personal computer and general office equipment

Must have knowledge and experience with Microsoft Word, Excel, Internet and email

Must have oral and written communication skills

Skills and Ability Requirement

Ability to follow a firm work schedule as directed by supervisor

Ability to compute, maintain and prepare complex records correctly insuring confidentiality

Ability to deal with public relation issues and various types of citizens inquires tactfully, courteously and in a business manner

Ability to establish and maintain effective working relationship with office staff, elected officials, co-workers, supervisors and the general public

Ability to follow instructions orally or in written form and perform tasks with little or no supervision

Ability to perform work that is routine and detailed

Ability to read and interpret documents such as safety rules and city policy procedures

Essential Job Functions

Process data entry of traffic and city ordinance in computer system

Establish contact with all parties involved to a hearing and jury trials via correspondence and telephone communication in a timely manner

Prepares all required documents for case processing such as hearing summons, subpoenas, court orders and case dispositions

Process all mail for delivery

Attend required municipal court clerk training

Document docket minutes and disposition of cases

I, _____, understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date