



## JOB DESCRIPTION

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### COURT CLERK

**Department: Police Department/Public Works Department**

**FLSA Status: Non-Exempt**

### **SUMMARY**

Under supervision of Police Chief and Public Works Superintendent, performs a wide variety of routine clerical and administrative support work for the Police Department, Public Works Department and the Municipal Court.

### **Essential Duties and Responsibilities**

Duties may include, but are not limited to, the following:

- Assisting public in a friendly and professional manner; multi-task organizational skills, self-motivated, with little or no supervision at the front desk with switchboard. Determines how incoming calls should be routed; deals effectively with citizen complaints, answers their questions and refers them to the appropriate department or person.
- Knowledge of office methods and practices. Performs various clerical tasks with the Police Officers and assists Public Works Supervisor with other departmental forms for distribution and/or processing of correspondence, case file creation, collect reports and citations using word processing equipment or keyboard remote terminal entering data to the CTRIS program, the TIBRS (TN Incident Based Reporting System) and the GIMP2 program.
- Collect reports and citations (to log receipt of, scan for archives, and retrieval), tow-slips, property receipts for recording, processing, case file creation, filing, and handling various types of other departmental forms for distribution and/or processing, on a daily basis. Required to maintain complete files for all offense/incident, and traffic related accident reports.
- Performs cashiering functions receipting of daily cash activity, receipts, deposits; reconciles & maintains petty cash fund. Administer and collect fees and charges for Municipal City Court and docket creation.
- Process & distribute incoming and outgoing mail for various departments.

## **Knowledge, Skills and Abilities**

Considerable knowledge of office methods and practices; knowledge of Municipal Court procedures, to include but not limited to various types of payment methods, reporting, docket creation and retention of all transaction reports, software programs and related equipment; record keeping, report preparation and filing methods; researching and compiling informational materials; organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.

Skill in the operation of a variety of office equipment, computers and software (word processing, database, presentation spreadsheet applications and others) as needed.

Ability to use good judgment in the application of departmental policies and procedures; apply and explain related laws, ordinances, policies and procedures; work effectively in the absence of supervision; communicate effectively both orally and in writing; use correct English grammar, punctuation and spelling; understand and follow verbal and written directions; receive the public in person and over the telephone in a professional manner. Ability to establish and maintain cooperative working relationships with other employees and the public; ability to work in a team environment, interpersonal skills, and organizational skills are necessary; ability to work in a busy, sometimes noisy office environment, handling several tasks at once.

## **Education and/or Experience**

Education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance. High School or GED equivalent and experience in a modern office environment. Experience in Municipal Court procedures is highly desirable.

## **Certificates**

Requires yearly in-service certification for Municipal Court Clerk along with any software certifications.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Mental Requirements**

Reading complex, writing complex, perception/comprehension and judgment. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

**Equipment**

Telephones, calculators, photocopiers, facsimile machines; computers, network and data-based terminals, keyboards and printers.

***Signature/Approval***

\_\_\_\_\_  
***Employee***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Department Head***

\_\_\_\_\_  
***Date***

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

Updated 9/2023