

## City of Vicksburg Job Description

**Job Title:** Municipal Court Deputy Clerk  
**Department:** Municipal Court  
**Reports to:** Municipal Court Clerk/Municipal Court Judge  
**FLSA Status:** Hourly  
**Prepared by:** TT  
**Prepared Date:** August 22, 2017  
*Approved by Antoinette Bradley, April 2018*

### Summary

Assists with and carries out clerical tasks for Municipal Court. Manages dockets for special court settings such as Community Court.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Enter citation/warrants into computer

Process paperwork for arraignment

Prepare court docket and verify all case files are ready for court

Prepare and mail correspondence for court

Collect payments of fines and post to defendant accounts

Balance and post night drop box payments

Post community service hours

Issue jail list for city inmates at WCSO, ICCF, and other facilities

Prepare and deliver driver histories and abstracts to Mississippi Highway Patrol

Administers oath to witnesses during court proceedings

Assists as directed by the Municipal Court Clerk with the collection of fines and fees assessed in municipal court, including interviewing defendants and explaining and completing partial pay agreements

Determines and develops the appropriate course of action to be taken with delinquent accounts

Follow up on fine collections with responsible party

Prepares and coordinates community service and public work assignments and posts hours worked

Coordinates the presentation of accounts to the third party collection agency and monitors the monies collected and associated warrants

Requests warrants to be issued for breached partial pay agreements

Requests writs of garnishment

Follows cases appealed to County Court and updates appeals docket as directed by Municipal Court Clerk

Explains procedures and answers questions from general public regarding municipal court, partial payment of fines and fees and community/public service programs

**If assigned to domestic violence - Notifies court's domestic violence case manager and service providers when court refers defendants to counseling or extended treatment and keeps track of related documentation. Secures information for Municipal Court judge, contacts witnesses, attorneys and litigants in Domestic Violence cases to obtain information for court and instructs parties when to appear in court.**

**If assigned to Community Court - Secures information for Community Court judge, contacts witnesses, attorneys and litigants to obtain information for court and instructs parties when to appear in court**

### **Supervisory Responsibilities**

None

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

### **Education and/or Experience**

Some college coursework desired; alternatively, one to two years related experience and/or training; or an equivalent combination of education and experience.

### **Language Skills**

Must have proficient knowledge, articulation, and understanding of the English language.

Must be able to read and interpret documents such as laws, rules, operating and maintenance instructions, and procedure manuals.

Must be able to write routine reports and correspondence.

Must be able to communicate verbally with the general public in a clear and effective manner.

### **Computer Skills**

Proficient knowledge and hands on experience with Microsoft Office.

Must be able to type/keyboard 45-50 words per minute.

### **Mathematical Skills**

Must be able to add, subtract, multiply and divide.

Must be able to balance cash drawer against computer generated receipts.

Must be able to calculate community service and jail service hours/days to apply proper credit to fines.

### **Certificates, Licenses, Registrations**

Must have and maintain a valid State of Mississippi Driver's License.

### **Other Qualifications**

No criminal background other than minor traffic violations.

Overtime, alternative schedules and on-call status will be assigned, as needed.

**Physical Demands**

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 work functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. The employee is frequently required to stand and walk, reach with hands and arms, and stoop, kneel or crouch. The employee must frequently lift and/or move up to 50 lbs. Specific vision abilities required by the job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work 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.

The noise level in the work environment is usually moderate.