

**City of Vicksburg
Job Description**

Job Title: Municipal Court Clerk

Department: Municipal Court

Reports to: Municipal Court Judge/Board of Mayor and Aldermen

FLSA Status: Salary

Prepared by: TT

Prepared Date: 5/20/2016

Approved by:

Approved Date:

Summary:

Attends the sittings of the Municipal Court in person or by duly appointed deputies and conducts the responsibilities of the court and governing authorities

Essential Duties and Responsibilities: (include the following. Other duties may be assigned).

The clerk of the court shall keep permanent dockets, upon which all cases shall be entered; said docket shall contain the style of the case and charge against an accused, and the names of witnesses for the prosecution and defendant.

The clerk of the court shall also keep a minute record in which all orders and judgments shall be entered. One (1) record may serve as both the docket record and minute record.

The clerk of the court or deputy clerk of the court shall issue all process from the court, except arrest warrants or process for the seizure of persons and property, and shall administer the collection of all fines, penalties, fees and costs imposed by the court and deposit all collections with the municipal treasurer or equivalent officer.

The clerk of the court shall maintain all dockets, minute record, stationery and other supplies for the municipal court. The clerk of the court shall have power to take acknowledgments, administer any oaths required by law to be taken by any person and take affidavits charging any crime against the municipality or state.

Supervisory Responsibilities:

Supervises Deputy Court Clerks and Court Services Specialists

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:

Bachelor's degree from four year college or university; two to three years related experience and/or training; or an equivalent combination of education and experience

Language Skills:

(English) 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.

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 valid driver's license.

Other Skills and Abilities:

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

Other Qualifications:

No criminal background other than minor traffic violations. Overtime, alternative schedules and on-call status may assign if needed.

Physical Demands:

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. 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.

Work Environment:

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