



Job Title	Assistant Court Clerk
Department	Municipal Court
Reports To	Support Services Manager
FLSA Status	Non-Exempt (eligible for overtime pay)
Salary Grade	H
Retirement	KPERS
Last Update	January 2024

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary:

Under the supervision of the Support Services Manager, the Assistant Court Clerk performs various clerical and secretarial duties, including processing/coordinating necessary paperwork, data entry, financial transactions, documentation, and defendant communication necessary to fulfill the orders of the Judge and the Municipal Court to complete the judicial process. This employee receives detailed instruction when assignments vary from established procedures.

Essential Job Functions:

- Type, copy, distribute, and file correspondence and reports.
- Create and provide all necessary paperwork and secure necessary signatures from defendants. Input all pertinent defendant information into court software.
- Communicate with officers and record required information on citations and traffic/parking tickets; transmit to State Department of Motor Vehicles.
- Create and copy court case files and enter into computer as ordered by Judge; distribute to appropriate parties. Operate Court Records Management System (RMS).
- Collect and process court fees, fines, and restitution payments; distribute to appropriate entities.
- Answer telephone and handle and/or direct inquiries, requests, and complaints. Maintain and promote positive customer service.
- Process and direct incoming mail.

Ancillary Job Functions:

- Create and distribute court calendar.
- Order and maintain office supplies.
- Comply with all City ordinances and practices.
- Assist other departments and perform other related duties as assigned.



Education and Experience: (Combination of education, training, and experience will be considered)

- High school diploma or equivalent.
- Experience in legal offices, court operations, or clerk certification preferred.
- Must be bondable per state requirements.

Knowledge, Skills, and Abilities: (not all inclusive)

- Excellent written and verbal communication skills.
- Ability to create forms and professional documents with accuracy.
- Ability to deal with the public in difficult situations.
- Ability to establish successful working relationships with other employees, City officials, businesses, and the public.
- Ability to operate with a high level of confidentiality.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to work under general supervision and make responsible decisions.
- Ability to use good judgment and think quickly and rationally in difficult or stressful situations.

Work Environment:

- General office conditions. Exposed to moderate noise levels.

Physical Abilities: (Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions)

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement and manual dexterity to type and work on computer and related office equipment.
- Must have clarity of vision and precise hand-eye coordination.
- Must be able to lift up to 25 pounds.
- Regular attendance is a necessary and essential function.