



Job Vacancy

Municipal Court Clerk Court Department

Job Description: Under general supervision performs complex and varied Municipal Court duties and administrative support for the City Court, Municipal Judge, Associate Judges, City Solicitor, Public Defenders, Attorneys and Police Officers. Works closely with and supplies accurate judicial information to the Circuit Court, Magistrate Court, Solicitor's Office, Public Defender's Office, Pardon and Parole Offices, and DMV Offices in reference to outstanding warrants, summonses, subpoenas, court appearances and payment of fines pertaining to tickets, warrants, and records as requested. Receives, posts and runs receipts for fines paid. Work under a very high confidentiality environment. Must perform with a positive, professional, calm and pleasant appealing attitude even under very stressful situations.

ESSENTIAL JOB FUNCTIONS

- Responds in a courteous manner to inquiries from the general public, law enforcement, other courts, solicitors, public defenders, DMV, etc., regarding judicial procedures, court appearances, trial dates, warrants, summons, subpoenas, and sentencing.
- Receives payments, posts and issues receipts and prepares all related accounting documentation.
- Responsible for pretrial duties, which includes preparing and organizing tickets and warrants for bench and jury trials. Checking for criminal histories, lab reports when applicable.
- Assists during court (bench and jury trials) documenting sentencing, keeping cases moving forward, preparing payment agreements with defendants.
- Responsible for post court duties, which includes sorting tickets and warrants that are settled (disposed of), referred for jury trial, or continued. Also, preparing subpoenas when required.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, policies, and procedures of the Municipal Court pertaining to specific duties of the Clerk, Municipal Court.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the organization of the City and of related departments and agencies.
- Knowledge of Court and legal operations, functions and procedures.
- Knowledge of the reports, records, files, and letters which must be prepared, processes and maintained in order to meet legal requirements.
- .
- Knowledge of modern office practices and equipment.
- Knowledge of proper English usage, vocabulary, punctuation, and spelling; has knowledge of basic mathematics.
- Skill in applying a responsible attention to detail as necessary in preparing reports and correspondence.

- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Ability to type accurately at a rate sufficient for the successful performance of assigned duties.
- Ability to operate and maintain a variety of office equipment as necessary in the performance of daily activities
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to use independent judgment in performing routine and non-routine tasks.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to offer assistance to fellow employees as necessary.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to work under stressful conditions as required.
- Ability to react calmly and quickly in emergency situations.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or GED equivalency and three (3) years of related experience; or any equivalent combination of education, training and experience which provides the required skills, knowledge and, abilities.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

None.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) Position Open Until Filled. EOE.

Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range		
207	\$16.09 to \$20.12		