

**City of Oregon City****Position Description**

Position: Court Records Specialist	OCPEA
Department: Finance – Municipal Court	FLSA: Non-exempt
Reports to: Municipal Court Services Manager	See Police Salary Schedule

**Summary**

Performs a variety of administrative duties of a routine and repetitive nature involving the application of modern office procedures. Responsible for processing and maintaining court records, customer service, payments, trials, prepare files, assisting in court room, and communicating effectively and professionally with internal and external customers. Works with and is responsible for security of confidential information.

Works under the direction of the Municipal Court Services Manager and his/her designee.

Supervision is not a normal responsibility of positions in this classification. May assist in training new hired staff members when asked.

**Essential Duties and Responsibilities**

An employee in this classification may perform any of the following duties, however the duties listed are intended to be a descriptive list not restrictive. Other duties may be assigned.

- Performs a wide variety of moderately complex administrative and technical duties to support the City's Municipal Court operations, including computer data entry, filing, scheduling, maintaining dockets and processing traffic violations.
- Maintain court case records, and coordinate with the Police Department, City Prosecutor, Defendant's Attorney, Judge and Division of Motor Vehicles. Prepare, maintain, and process electronic and hard copy court files.
- Administer financial transactions. Receipt payments and balances cash register. Produce daily financial reports. Document online payments and clear license suspension if required.
- Inspect vehicles to ensure compliance with fix it tickets. Collect fix-it fee if needed.
- Coordinate with collection agency. Responsible for overdue notices, sending accounts to collections and processing suspension and reinstatement letters for DMV. Collect monies for fines and fees. Responsible for collections notices for overdue accounts. Monitor Amnesty Program when offered.
- Conduct record checks and internal audits.
- Utilize LEDS, INCODE, CLASSWEB, and other computer programs for court

sanctioned activity. Assists with warrant entry and or review for accuracy.

- Respond to internal and external customers questions or inquires and direct communication to appropriate personnel.
- Assist with a high volume of telephone calls, public inquires, electronic, and mail correspondence with extreme proficiency and attention to detail.
- Coordinate court matters professionally and efficiently with Police, Defendants, and other community partners.
- Check in defendants for court. Apprise bailiff or court manager of safety concerns.
- Responsible for traffic trials including docketing, subpoenas, prepping jury room and impaneling jurors.
- Provide and focus on excellent customer service to all.
- Performs other duties as assigned.

## **Qualifications**

### **Knowledge Skills and Abilities**

- Knowledge of office practices, procedures, and equipment.
- Knowledge of court procedures including criminal and traffic.
- Knowledge of standard business English, math, grammar, and legal terminology.
- Ability to multi-task in a fast-paced, dynamic work environment.
- Ability to communicate effectively with a diverse set of customers.
- Ability to work independently or as a part of a team.
- Ability to efficiently prioritize multiple time sensitive demands.
- Ability to establish and maintain effective working relationships and to work cooperatively with staff and external customers with patience and curtesy.
- Ability to work with and maintain the security of confidential information.
- Ability to accurately and timely perform the essential functions of the job.
- Ability to file alphabetically and numerically.
- Ability to follow office procedures using good, independent judgment.
- Knowledge of LEDS and NCIC systems required

### **Experience and Training**

Qualified candidates will have two years of related experience and a high school diploma or equivalent combination of education and experience to successfully perform the essential duties of the job. Preference will be given to applicants who have experience in a legal environment and experience with INCODE computer software system.

Must be able to obtain and maintain Oregon Law Enforcement Data System certificate within six months of employment.

**PHYSICAL ABILITIES:**

Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires manual and finger dexterity to keyboard, operate a ten-key, almost constantly requiring repetitive motions. Requires auditory ability to carry on conversations in person and over the telephone.

**Special Note**

Persons employed in this classification will be subject to a background investigation. Prior criminal history will be reason for disqualifying that individual from further consideration for employment.