

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

Position: Senior Court Clerk	OCPEA
Department: Finance – Municipal Court	FLSA: Non-exempt
Reports to: Municipal Court Services Manager	Police Salary Schedule

**Summary**

The Senior Court Clerk is the advanced level in the Court Specialist series. Incumbents perform the most difficult assignments requiring a higher level of responsibility. Will perform administrative duties of a routine and repetitive nature involving the application of modern office procedures, by applying advanced subject knowledge and exercising significant independent judgment and initiative. Positions at this level receive work assignments in terms of objectives, priorities and deadlines. Completed work is normally reviewed for technical accuracy, compliance to program objectives and overall results. Senior Court Clerk differs from the Municipal Court Services Manager as the latter performs full supervisory duties while the Senior Court Clerk may perform functional and/or technical supervision of staff. Incumbents in the Senior Court Clerk classification are assigned the most advanced and complex court management functions that require advanced knowledge and skill.

Works under the direction of the Municipal Court Services Manager.

May provide daily functional and/or technical supervision of staff. In the absence of the Municipal Court Services Manager, work may be assigned to office personnel and oversees the general operation of the Court. May assist in training new employees.

**Essential Duties and Responsibilities**

An employee in this classification may perform any of the following duties, however, these examples do not include all of the specific tasks that an employee may be expected to perform.

- Perform a variety of technical and administrative duties including computer data entry of reports, scheduling, filing, processing citations, and distributing reports.
- Make release decision of incarcerated individuals. Coordinate release dates and video arraignments with the jail.
- Process criminal cases from start to finish. Enter warrants efficiently and accurately. Monitor probation clients for compliance. Set hearings as needed. Maintain record management of criminal files.
- Schedule bailiffs depending on court needs.
- Conduct record checks and provides information to requesting agency.
- Develop individual performance objectives; recommend supplemental training and professional training.

- Compile crime reports, other related reports and statistics and disburse them to the appropriate agency.
- Coordinate with jail staff, police department, LOCOM for warrants, attorneys, community corrections, judge, prosecuting attorney and public as needed. Reviews questions from public and forwards, as necessary.
- Support the relationship between the City of Oregon City and public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes goals and priorities and complies with all City Policies and Procedures.
- Act as back-up to Manager when unavailable or absent.
- Perform other duties as assigned.

## **Qualifications**

### **Knowledge Skills and Abilities**

- Significant knowledge of current municipal court policies, practices, and procedures.
- Considerable knowledge of rules and regulations governing criminal cases tried in municipal court and principles and practices of confidential records management and file maintenance.
- Knowledge of proper grammar, spelling, proofreading and modern office procedures.
- Ability to enter data information in a computer program accurately.
- Ability to file alphabetically and numerically.
- Knowledge of LEDS and NCIC systems required.
- Skill in using initiative and independent judgment within established procedural guidelines.
- Skill in working under pressure in a dynamic environment with changing priorities.
- Skill in preparing, filing, and distributing a wide variety of legal documents accurately.
- Ability to learn and become proficient in court specific software programs.
- Ability to handle stressful situations with customers.
- Ability to maintain specialized and confidential records.
- Ability to organize workload, handle multiple demands and tasks, and follow office procedures using good, independent judgment.
- Ability to interact tactfully and courteously with court customers and those seeking information about court functions.
- Ability to establish and maintain effective working relationship with co-workers and court personnel.
- Ability to communicate effectively verbally and in writing.
- Ability to learn and adapt to changes as needed.

### **Experience and Training**

Associates Degree or equivalent and one year court clerk experience; OR three years court clerk experience; OR equivalent of education, training and experience.

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

**PHYSICAL ABILITIES:**

The position 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**

Ability to pass a criminal background investigation.