

# City of Roswell, Georgia

## JOB DESCRIPTION

[www.roswellgov.com/jobs](http://www.roswellgov.com/jobs)

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Court Clerk II

**Department:** Administration

**Pay Grade:** 507

**FLSA Status:** Non-Exempt

**Job Code:** A235

#### JOB SUMMARY

The purpose of this classification is to perform specialized administrative/clerical work in support of Court Services with an emphasis on providing administrative support to management and senior staff.

#### ESSENTIAL JOB FUNCTIONS

- Processes documents for assigned court: inputs and generates data; conducts records searches and locates files; prepares, copies, and distributes letters, notices, subpoenas, and fines; processes and records payments, fees, and fines and enters into a computer system; assigns cases; and prepares reports.
- Reviews and prepares assigned court calendar; coordinates translator assignments; testifies during court hearings as required.
- Conducts routine office support functions; receives screens, and directs incoming telephone calls; sorts and distributes mail; and maintains inventory of required office materials and supplies.
- Researches problems presented and initiates problem resolutions.
- Provides customer service to police officers, other courts, outside agencies, and the general public.
- Maintains legally mandated logs of intakes and releases; verifies identification and custody of each intake.
- Properly process court fines and probation payments while maintaining cash drawer at the end of each business day.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures; receives and reviews

various documentation, including warrants, court calendars, transport/transfer orders, and/or writs of possession according to the area of assignment; reviews, completes, processes, forwards or retains as appropriate.

- Prepares or completes various forms, reports, correspondence, and other documentation according to the assignment which may include reports and assignment sheets; compiles data for further processing or for use in the preparation of department reports; and maintains computerized and/or hardcopy records; may implement court orders and executes warrants and pick-up orders.
- Uses a variety of computer programs, software, and applications to maintain documents and organize cases and calendar dockets, communicate with other team members, and other communication as needed.
- Monitors National and State crime information systems (GCIC/NCIC) and performs data inquiries on driver's licenses, vehicle registration, criminal histories, and outstanding warrants related to Municipal Court Cases. Works in coordination with Police/Court TAC (Terminal Agency Coordinator) for GIG information system, including training and security.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a high school diploma or equivalent; supplemented by two (2) years of experience in a court system, law enforcement, or corrections; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- GCIC certification or ability to obtain certification.
- Additional certifications may be required based on assignment.

#### **Special Requirements:**

- Bilingual Preferred (Spanish)
- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of general office and court procedures.
- Knowledge of Microsoft Office products.
- Willingness to engage, learn, and participate in City of Roswell and Roswell Municipal Court policies and procedures.
- Ability to accurately and effectively understand written and oral instructions.
- Ability to type a minimum of 40 words per minute.
- Ability to establish and maintain effective working relationships with court staff, judges, attorneys, and other departments.
- Ability to adhere to open records laws and maintain confidentiality in conducting Municipal Court business.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

- Ability to perform a variety of complex mathematical computations with speed and accuracy.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to manage time efficiently to successfully complete multiple tasks with varying deadlines.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*