



## JOB DESCRIPTION

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<b>ORGANIZATION:</b> City of Lebanon	<b>LOCATION:</b> Lebanon, OR
<b>DEPARTMENT:</b> Administration	<b>DATE:</b> March 2022
<b>JOB TITLE:</b> Court Clerk II	<b>JOB STATUS:</b> Non-Exempt
<b>SALARY GRADE:</b> AFSCME 6	<b>FLSA Exempt:</b> No

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**PURPOSE OF POSITION:** Perform a variety of duties related to Court database system management, software maintenance and upgrade. Perform a variety of office-related duties in support of Municipal Court activities and provide assistance to the public at large. Assist Judge as Clerk during court proceedings.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

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1. Monitor probation and diversion cases for compliance; issue warrants, license suspensions, show cause orders as directed by Municipal Judge.
2. Prepare and process court documents related to Judge's rulings. Arrange payment plans and/or alternative penalties and process applicable documentation.
3. Perform a variety of general office tasks to include secretarial and clerical duties. Access LEDS to run driving records and criminal case history reports, and clear warrants.
4. Serve as a Violations Bureau Clerk, by accepting pleas on traffic violations, assess fines and determine eligibility to participate in diversion programs as outlined by law. .
5. Ensure timely preparation of trial activities, notifications, and appropriate documentation processes.
6. Maintain accurate computer records of court activities, enter court data into software system.
7. Assist and provide input to department manager on departmental equipment and office needs.
8. Troubleshoot Court database management system software problems.
9. Perform receptionist duties and satisfactorily resolves issues or refers to appropriate personnel; responds to inquiries and requests for Court-related assistance.
10. Monitor collections program for outstanding fines.
11. Balance daily receipts and prepare bank deposits. Assist audit personnel in conducting scheduled court audits.

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12. Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, co-workers and public.
13. Assist Department Manager with administrative decisions in the absence of Judge as required in emergency circumstances.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Equivalent to high school diploma,
2. Three (3) or more years of training related to court experience, demonstrating the knowledge, skills and abilities to perform the above duties.

**Licenses & Certificates:**

1. Must be 18 years of age or older.
2. Ability to possess and maintain LEDS Inquiry Level Certification.
3. Possess and maintain CJIS security clearance.

**DESIRABLE QUALIFICATIONS:**

1. Bilingual English/Spanish is desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The qualities below reflect the working dynamic of the position.

**Knowledge of:**

1. Office procedures and practices, application software troubleshooting techniques, basic bookkeeping, word processing and database software, business English, motor vehicle laws and other City/State laws related to infractions and misdemeanors within the purview of the Municipal Court.
2. Common personnel policies.
3. Government budget policies and procedures.
4. Principles and practices of a Municipal Court.
5. Reporting and disclosure requirements of government entities.

**Skill in:**

1. Training, assigning, and reviewing the work of others.
2. Planning and coordinating the operations of the Court to achieve established goals and maximize efficiency.

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3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost-effective services.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Providing outstanding customer satisfaction (internally and externally).
9. Use of Microsoft Office.

### **Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

**PHYSICAL DEMANDS OF POSITION:** *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is frequently required to sit, stand, climb, communicate, reach and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 40 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

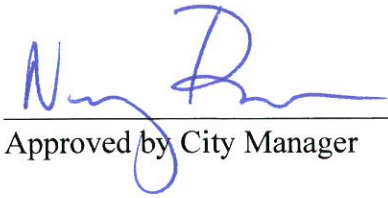
### **WORKING CONDITIONS:**

1. Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. Incumbent may be required to cross train or assist with the training of temporary office help.

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**SUPERVISION RECEIVED:** Works under the general supervision of the Finance Director.

  
Approved by City Manager

3/25/2022  
March 2022