

## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Administration  
**JOB TITLE:** Court Clerk I

**LOCATION:** Lebanon, OR  
**DATE:** February 2013  
**JOB STATUS:** Non-exempt

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**PURPOSE OF POSITION:** Perform clerical and administrative duties related to the operation of the Municipal Court.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Compile individual files for misdemeanor complaints.
4. Respond to routine questions from defendants, attorneys, witnesses, prospective jurors and the general public in-person, over the telephone and/or in writing regarding citations, court dates, non-payment of fines, postponements, jury duty, etc.
5. Enter citations and charges to computer, conduct various computer checks for information regarding outstanding warrants, charges, previous records, etc. Access LEADS to run driving records and criminal case history reports; clear warrants.
6. Act as a Violations Bureau Clerk by accepting pleas on traffic violations; assessing fines; and determining eligibility to participate in a traffic or other deferral program.
7. Collect fines, bails and assessments; process failure to appear and show cause papers.
8. Prepare warrants, commitment orders, license suspensions, payment agreements, reinstatement orders, etc., as approved by Judge. Maintain record of active warrants for arrest.
9. Type correspondence for the Court and Judge.
10. Follow all safety rules and procedures for work areas.
11. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, co-workers and ancillary staff.

12. Prepare abstracts on dispositions and forward to DMV.
13. Provide back-up within the department as workload or staffing levels dictate.
14. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
15. Maintain work areas in a clean and orderly manner.

**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 education and up to one year experience involving general office duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**Licenses & Certificates:**

1. Must be 18 years of age.
2. Ability to possess and maintain LEDS (Inquiry Level) Certificate.
3. Ability to possess and maintain Notary Public certification.
3. Possess and maintain CJIS security clearance.

**Knowledge of:**

1. Principles, practices, and techniques of public administration, City government, Court policies and procedures.
2. Principles of Municipal Court administration.
3. Reporting and disclosure requirements of government entities.

**Skill in:**

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
4. Developing and implementing recommendations regarding work procedures and cost effective services.

**Ability to:**

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

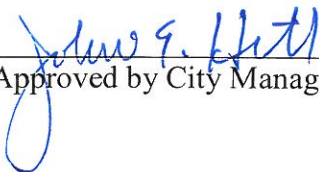
**PHYSICAL DEMANDS OF POSITION:**

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls.
2. The position requires mobility. Duties involve moving materials weighing up to 10 pounds and infrequently weighing up to 25 pounds.
3. Character and flow of work involve coordination of manual dexterity more than 50% of the work period.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work environment is typical of most office environments.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the direction of the Police/Court Support Services Supervisor.

  
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Approved by City Manager      February 2013