



## CITY OF RIO COMMUNITIES

### JOB DESCRIPTION

Position: Court Clerk

Status: Non-Exempt

#### **Class Characteristics:**

The Court Clerk is a single position class responsible to provide the City of Rio Communities with clerical and supportive services to the Municipal Court. The position functions under the supervision of the Municipal Judge for the judicial work.

This position will require limited supervision and shall be responsible for the proper and efficient administration of the office of Municipal Court Clerk.

The Municipal Court Clerk shall take an oath or affirmation to support the Constitution of the United States, the Constitution and Laws of New Mexico, Ordinances and regulations of the City of Rio Communities, and to faithfully perform the duties of the office.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with the municipal judge, the general public and other staff. This position requires proficiency at customer service and the ability to mitigate disputes.

#### **Typical Functions:**

- Under general direction, performs typing, word processing, recording and filing of police and court correspondence, reports, forms and other related projects as determined by the Municipal Judge.
- Provides information to the public on police and court matters, as appropriate.
- Must attend all Municipal Court hearings and may perform any combination of the following clerical duties for the Municipal Court relating to: the preparation of court dockets and case folders; contacting witnesses, attorneys and litigants to secure or provide information necessary for the court; and the recording of case disposition and court orders.
- Make arrangements for, and oversees the collection of fees and court fines, and notifies various agencies of Municipal Court sentencing to be fulfilled.
- Provides fiscal functions necessary to deposit and account for court receipts collected, and the disposition of checks for payment of court related costs.
- Prepares and submits required reports as needed.



- Performs other duties as assigned.

### **Non-Essential Duties:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Minimum Qualifications:**

- High school diploma or equivalent.
- Must have five (5) years of increasingly responsible secretarial experience with varied clerical, public contact.
- Knowledge of ability to interpret New Mexico Uniform Traffic Codes, City Ordinances and other appropriate regulations pertaining to law enforcement and court related matters.
- Thorough knowledge of clerical duties and knowledge of office equipment, to include microcomputer software applications (Word, Excel, Access). Ability to type accurately sixty (60) words per minute and perform light bookkeeping functions.
- Ability to communicate effectively both orally and in writing.
- Ability to establish working relationship with the Governing Body, City Staff and general public.
- Knowledge of computer word processing and other program applications desirable.
- Previous experience in similar duties preferred.
- Must attend Court clerk certification class annually.
- Able to perform work functions with little supervision.
- Must have team building skills.

### **Supervision:**

Municipal Court Clerk is appointed by the Municipal Judge. The Municipal Court Clerk serves at the pleasure of the Municipal Judge and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

### **Physical Demands:**

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.



**Pre-Employment Requirements:**

Must be able to successfully pass a drug screen and background check.

**Salary:**

Starting wage or salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Municipal Court Clerk shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

**I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.**

\_\_\_\_\_   
Print Employee Name

\_\_\_\_\_   
Employee Signature

\_\_\_\_\_   
Date