

CITY OF NITRO JOB POSTING **(Posted 06/07/2019)**

Position: Municipal Court Clerk

Department: Municipal Court

Classification: Full Time, Non-exempt (hourly)

Schedule: Monday through Friday 8:00 am – 4:00

Subject to call outs. Will be paid 2 hours for each call out.

Direct Supervisors: Mayor, Municipal Court Judge, and Treasurer

Starting Salary: 28,500.00 (\$1,000.00 raise after 1-year probationary period).

Benefits: Health & life insurance benefits are available in accordance with current Nitro City Council and State of WV approved benefits for eligible employees.

Position Summary:

Under the supervision of the Mayor, Municipal Judge, and Treasurer; Clerk performs tasks related to the administration of the city's municipal court system. The Municipal Court Clerk is the official custodian of all municipal court documents and has a substantial amount of public interaction, particularly and primarily with individuals who have received citations.

The Clerk must have skills in public/employee relations and problem solving. Ability to handle tasks simultaneously. Must have effective communication skills, ability to work fast-paced in a high stress environment. Must deal with conflict in a courteous and professional manner. Must be trustworthy and be able to pass a background check.

Essential Job Functions:

- Must assist the public and provide information about the procedures and requirements of the disposition of cases filed in the municipal court, payment of fines, court hearings, time payments, deferred disposition, driver safety courses.
- Prepare letters, notices, and correspondences for incoming mail and new citations entered; deferred disposition, and juvenile hearings.
- Prepare court dockets for preliminary hearing trials, including juror summons, notices, and correspondence.
- Attend court sessions on scheduled court dates and provide assistance to the Judge, Prosecutor, attending attorneys, and defendants. Assist Judge during Court.
- Update status on warrants; arrested, served, collection agency (*N-Court*) as well as prepare warrants, recall warrants, and prepare active warrant/capias list.
- Review documents presented to the court for authenticity, accuracy, and appropriate judicial action.
- Calculates, collects and processes fines, fees, and court costs based on judicial orders for misdemeanor violations related to state laws and city ordinances.
- Will balance and submit daily, weekly, and monthly financial statements to the Treasurer. Deposits are to be made to the bank on a weekly basis and the bank receipt is to be brought to the Treasurer weekly along with a balanced report.
- Assists with research and interpretation of judicial orders.
- Will prepare court dockets, including notifying parties regarding court dates, issue summons, subpoenas, and hearing notices.
- Provide effective communication (oral & written) regarding court matters to the general public, attorneys, police, and other agencies.
- Process administrative dismissals for defendants based on standing orders issued by the Presiding Judge.

- Update case files in the Court's case management system as contact is made with defendants, judges, prosecutors, defense attorneys, witnesses, and others.
- Monitors cases for compliance, process cases in accordance with legal requirements, and prepare documentation for judges and prosecutors; including warrant of arrest.
- Compile data/information and track and monitor for performance measures and/or reports.
- Process mail and internet requests for adjudication.
- Create cases in case management system and scan any relevant information to file.
- Treat all employees, citizens, and guests with respect and authority.
- Perform other duties as necessary.

Required Qualifications:

- Minimum qualifications: High School diploma or GED equivalent.
- College degree or some college level education preferred, but not required.
- Five years of clerical or customer service experience required; preferably in a legal or judicial environment. One year of typing and operation of general office machines, computers, and software required.
- Must have knowledge of court procedures and terminology.
- Must have knowledge of standard office procedures, basic math, and case management computer software.
- Must pass a Criminal background check.
- Must attend a yearly Clerk training.
- Must have a valid driver's license and reliable transportation.
- Preference will be given to a candidate that has experience with Municipal Court procedures and Municipal Court software.

Working Conditions:

Court clerks generally work in an office setting and may be required to sit or stand for long periods of time as they perform filing, copying, and administrative work. Clerks often must bend or stoop to retrieve files and lift boxes, files, and other materials weighing up to 30 pounds or more. Court clerks usually work a five-day, 40-hour week. Their hours may vary according to federal or state laws, jurisdictional rules, and the orders of judges or others with the power to regulate hours of work. Holidays as outlined in the City of Nitro Employment Provisions are paid days off. Clerks *cannot* dispense legal advice, although they're often asked to do so. This can be frustrating for the citizens they serve because they can explain how to file a document, but they can't detail the legal ramifications of doing so. This can be a fine line that is difficult to maintain. The customer service aspect of this job can be particularly trying for those without experience in dealing with the worst human nature has to offer. People don't go to courthouses because everything is great in their lives – they have problems, they want answers, and they may become angry and even abusive when they're told that only a lawyer can give them those answers. A thick skin is required.

Applications are available at Nitro City Hall – cashier's office
For questions contact Mayor at (304) 755-0705

Deadline to apply is June 24, 2019