



## CAREER OPPORTUNITY

<b>Job Title:</b>	<b>Assistant Court Clerk</b>	<b>Department:</b>	<b>City Clerk/Municipal Court</b>
<b>Pay Range:</b>	<b>\$22,214.18- \$28,323.08</b>		
<b>Apply at:</b>	Human Resources Department, City Hall, 601 Gloucester St., (2 <sup>nd</sup> Floor) Brunswick, GA 31520 or online at <a href="http://brunswickga.org/jobs.html">http://brunswickga.org/jobs.html</a> , an Equal Opportunity Employer.		
<b>Apply by:</b>	<b>Until Filled</b>		

### **Job Summary**

Under general supervision, performs clerical tasks involving the receipt and recording of fines, fees, and other municipal court documents. Provides customer service and technical information on procedures, laws, and policies. Indexes and prepares files for court proceedings, balances manual accountings, reviews files in preparation for court action. Attends Court. Collects court costs, fines, penalties and other fees. Work is assigned by daily routine as well as special project Work requires considerable contact with court officials, attorneys, and the public. Work is reviewed through public reaction, inspections of records, timeliness and general consultation for accuracy and completeness. Performs other work as assigned, in support of customer needs and organizational objectives.

### **Essential Functions of the Job Duties and Responsibilities**

1. As an officer of the Court, assists the general public, attorneys, other officers of the Court, and City employees on all court related matters in person, by telephone or written correspondence.
2. Receives cash for payments such as, fines and court fees; process receipts for money collected.
3. Prepares and or types records, orders, correspondence, calendars, and reports. Responds to questions relating to traffic laws, provide information on city codes, and explain misdemeanor and traffic Court process whether in person or by telephone. Researches and resolves any discrepancies of Court records.
4. Issues, directs, schedules, records, and releases subpoenas, continuances, judgments, pleadings, bench warrants, failure to appears, transfer of cases, dismissals, and other orders made by the Court.

5. Issues arraignment and trial dates, process jail releases, motions, subpoenas, expungements, pleadings, and other orders made by the Court.
6. Attends court, prepares court room for proceedings, assist the Judge, Solicitor, Attorneys, Police and customers in court. Process court documents by reviewing, confirming, comparing data details, retrieving information related to Court cases enabling accurate and timely case management.
7. Indexes dockets and record books accordingly; assists in keeping all court-related documents properly stamped, filed and indexed. Review and record probation files and independently close cases based on orders and procedures.
8. Performs other duties as assigned and that are necessary for the day to day operation of the Court.

### **Knowledge, Skills, Abilities, and Other Characteristics**

1. Knowledge of general office practices and procedures such as filing and record keeping.
2. Ability to learn legal terminology and/or procedures.
3. Ability to learn court procedures, functions and authority in the area of assignment.
4. Ability to learn specialized legal terms and phraseology.
5. Ability to understand and follow oral and written instructions.
6. Ability to make decisions in accordance with laws, regulations, and departmental policies and procedures.
7. Ability to accurately and confidentially maintain a variety of legal and financial records.
8. Ability to prepare reports from records.
9. Ability to establish and maintain effective working relationships with other employees, attorneys, court officials and the public.
10. Ability to communicate effectively in writing and orally.
11. Ability to exercise good judgement in emotionally stressful situations.
12. Ability to shift priorities as needed and to perform multiple tasks concurrently.
13. Skill in the use of office equipment such as telephone, copier, calculator, and computer terminal and printer.
14. Good work ethics, willingness and ability to work as a member of a team, as well as independently.
15. Ability to follow tasks through to completion without reminder.
16. Ability to not take customer complaints and hostility personal.

**Minimum Requirements (Education, Experience, Training, Certifications/Licenses)**

High school diploma, or equivalent, and supplemented by two years general clerical experience, preferably in a court-related, bookkeeping, or accounting environment; or an equivalent combination of training and experience. Pre-employment drug screening and physical examination required. Motor Vehicle Records history, Criminal Background and Credit Check required.