



CITY OF BRUNSWICK JOB DESCRIPTION

Job Title:	Municipal Court Clerk Assistant	FLSA:	Non-Exempt
Department/Div:	Municipal Court	EEO-4 Code:	Other
Reports to:	Chief Clerk	Date:	12/2023
Supervises:	none		
Pay:	\$17.23/hour		

JOB SUMMARY

This position is responsible for handling traffic offenses, local ordinance violations, issuing warrants, and hearing misdemeanor cases.

MAJOR DUTIES

1. Picks up citations to include parking citations from the Police Department daily.
2. Enters Parking, Traffic, and Importing E-ticket Citations from Police Department.
3. Certifies dispositions & coordinates interpreter services as necessary.
4. Receives & enters probation information.
5. Assists the Judge of the Municipal Court of Brunswick during court proceedings.
6. Maintains court records including transcripts of court proceedings.
7. Schedules court dates and assembles court docket and ensures all paperwork is complete.
8. Compiles and processes monthly reports and submits all monies due to State of Georgia and other agencies.
9. Maintains accurate account of jail inmates.
10. Obtains driving/criminal records as needed as a GCI certified operator and gather test results.
11. Maintains incoming and outgoing mail, email, phone and fax documentations and communications.
12. Issues and tracks continuances.
13. Ensures subpoenas and email notifications to officers as needed for cases.
14. Issues administrative license suspensions as well as necessary UTC submission per DDS requirements.
15. Issues court ordered refunds.
16. Prepares bind overs and send to State/Superior Court.
17. Remits dispositions to Department of Driver Services and GCIC CCH.
18. Acts as a Court Liaison.
19. Works with Public Defender/Solicitor(s) to supply documentation.
20. Responsible for and handles large amounts of money and prepares bank deposits daily.
21. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of municipal court policies and procedures.
2. Knowledge of legal forms, documents, and terminology.

3. Knowledge of federal laws, state laws and city ordinances.
4. Knowledge of court procedure, statutes and rules of court, rules and procedures, of courtroom decorum and functions.
5. Knowledge of principles and practices of legal terminology, legal research, and legal document processing.
6. Knowledge of applicable record keeping requirements.
7. Knowledge of computers and job-related software programs.
8. Skill in oral and written communication.
9. Skill in establishing priorities and organizing work.
10. Skill in public relations.
11. Skill in problem solving.
12. Skill in maintaining confidentiality.
13. Skill in multi-tasking.
14. Skill in organization management.

SUPERVISORY CONTROLS

The Chief Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state laws, local ordinances, and court rules and regulations and Judge's orders. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and clerical duties. Constant interruptions, time sensitive duties, and moving offices on court days contributes to the complexity of the position.
- The purpose of this position is to handle traffic offenses, local ordinance violations, issue warrants, and hear misdemeanor cases. Success in this position contributes to a large financial contribution to the Municipal Court and the City of Brunswick as a whole.

CONTACTS

- Contacts are typically with City Solicitor, Chief Municipal Judge, Brunswick Police Department, Glynn County Sheriff's Department, State Court, Code Enforcement, CSRA Probation, Hospital Security, Glynn County SROs, attorneys, Felony Probation, detectives, City Marshall, GBI, and FBI.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and/or a noisy place.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- More than one year of related experience required.
- Deputy Court Clerk Certification. (must obtain within a year of employment)
- Professional Court Clerks Association (must obtain within a year of employment)

The City of Brunswick is an Equal Opportunity and E-Verify employer.