

CODE:  
FLSA: NON-EXEMPT  
GRADE:

**CITY OF TEGA CAY, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE JUDGE/CLERK OF COURT / COURT DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, provides responsible administrative, secretarial and clerical assistance to the Municipal Court, ensuring effective and efficient office operations. Work involves establishing and maintaining records and files, performing data entry, assisting citizens and officers, and preparing various reports and records as needed. Reports to the Assistant City Manager and Municipal Judge.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Provides administrative, secretarial and clerical support to the Police Department and Municipal Court, performing such duties as scheduling and coordinating meetings and appointments, researching and compiling data for reports, composing and/or preparing routine and confidential reports and correspondence, etc.

Perform Administrative Judge duties for offenses occurring within the City limits, i.e. issue arrest, bench, and search/seizure warrants on defendants for Municipal and General Sessions court, ensuring probable cause met: archival documentation; issuing notifications; citing case law; ordering voluntary statements; continuing trials; conducting bond hearings; provides preliminary hearing request, prepares jury and bench trial paperwork as necessary; providing information to parties. Serves on call to perform such duties as needed including, but not limited to nights, weekends and holidays.

Enters cases in court docket; attends court and records proceedings.

Schedules and coordinates jury trials; corresponds with attorneys; draws and types jury lists; prepares juror summonses and correspondence; reserves court room; handles juror payments.

Copies and forwards General Sessions court case folders to appropriate office/court.

Prepares Ishmel orders for appeals.

Collects, records and receipts bonds and fine payments.

Processes tickets; issues ticket books and conducts annual ticket inventory.

Monitors and records all community service sentences.

Establishes and maintains filing systems.

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Orders and maintains inventory of department supplies.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed; greets and assists office visitors.

Performs other routine clerical work, including but not limited to copying and filing documents, sending and receiving faxes and e-mails, assembling materials, processing daily mail, maintaining lists and logs, etc.

Receives researches and responds to inquiries, requests for assistance and concerns from other City departments, agencies, organizations, professionals and the public; assists supervisors in coordinating department activities with those of other departments and agencies as appropriate.

Attends staff, committee and City meetings as required.

Receives and/or reviews various records and reports such as incident reports, accident reports, traffic reports, criminal histories, citations, complaints, case files, warrants, NRVCs, court documents and schedules, checks.

Prepares and/or processes various records and reports such as incident reports, accident reports, case records and reports, officer/court schedules, court documents, subpoenas, notices, court orders, dispositions, commitments, warrants, purchase orders, letters of correspondence, various other forms and records.

Refers to directories, policy and procedure manuals, codes/laws/regulations, publications and reference texts, etc.

Operates a variety of equipment such as copy machine, printer, fax machine, calculator, two-way radio, computer workstation, typewriter, etc.; uses a variety of general office supplies and a variety of computer data and word processing software.

Interacts and communicates with various groups and individuals such as the supervisor, co-workers, other City staff, other law enforcement agencies, attorneys, court personnel, state Court Administration personnel, insurance companies, social service agencies, complainants, plaintiffs, witnesses, victims and the public.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by the City's Safety and Risk Manager. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

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### MINIMUM TRAINING AND EXPERIENCE

Requires a technical college diploma in paralegal studies, secretarial science, business or related field supplemented by one to two years of related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type 60 words per minutes with accuracy.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computer, adding machine, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves standing for periods as well as sedentary work. May involve reaching and stooping. Must be able to lift and/or carry weights of up to twenty-five pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents, and reports using proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisors and the public, etc. with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems such as secretarial science in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow oral and written instructions.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer

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keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency or tight deadline.

**Physical Communication:** Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Is knowledgeable in the methods, policies and procedures of the Department and City pertaining to specific duties of the Clerk of Court/Police Department. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the City and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent paralegal, secretarial, customer service and clerical skills. Has knowledge of the administrative functions of a law enforcement department and court department. Has knowledge of modern office practices and equipment. Has knowledge of and skill in the maintenance of efficient filing systems. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to use computers for data processing and records management. Has knowledge of various police, legal and court documents associated with assigned activities and is able to prepare and/or process such documents in an accurate and timely manner. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to assist fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is capable of working under stressful conditions as required. Knows how to react calmly and quickly in emergencies.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

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**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of it. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**