

Job Title: Public Safety Clerk
Department: Municipal Court
Reports To: Lead Court Clerk
Grade: 13
Range: \$42,073.56 – 61,017.15

Position Summary: Performs intermediate skilled clerical and administrative work in the Office of the Clerk of the Municipal Court and Police Department; does related work as required. Work is performed under regular intermittent supervision. Administers non-judicial functions of court by performing essential duties personally.

Examples of Work (Essential Functions):

Public Safety Duties

- Assists visitors at court and police window and over the phone. Duties involve answering a variety of inquiries, including processing payments.
- Process invoices and reconciles travel reimbursement for Municipal Court and Police.
- Prepares bank deposit and balances cash, checks, and credit card payments.
- Processes video discovery requests.
- Reports completed training to state database.
- Processes records checks in person, by mail, email or fax for other agencies and defendants.
- Prepares mailings and distributes mail for both departments.
- Works with outside software and information technology vendors to maintain functioning systems, submit work orders, etc.
- Orders supplies for office.
- Cross trains on duties of Police Records Clerk.

Municipal Court Duties

- Administers court dockets including confirming court room set-up, checking in defendants, accepting payments and providing judge and prosecutors with necessary support.
- Uses court software to enter and track information such as arrests, attorney appearance, informal diversions, tickets.
- Prepares and enters warrants and subpoenas.
- Collects cash bonds; cancels warrants out of system.
- Answers inquiries regarding court procedures and policies and provides information about prosecutors' offers and sentencing guidelines.
- Grants or denies requests for continuances.
- Abstracts and sends all major and minor convictions to the Kansas Department of Revenue.
- Accepts Notice of Appeal, processes appeal bond, prepares appeal packets and serves City prosecutor and docket appeal at District Court. Follows case through appeal and

notifies all witnesses of court appearances. Closes cases by filing judgments and collecting or refunding monies.

- Prepares bench warrants, court dockets and trial dockets.
- Closes dockets by updating all records with final disposition, continuation, and sentencing.
- Ensures proper completion of citations and prepares and files motions to amend as indicated.
- Files hard copies of tickets and warrants.
- Runs criminal histories and analyzes records.
- Follows cases and forwards journal entries to appropriate parties.
- Monitors changes in state law and regulations and ensures compliance.
- Prepares and sends bond forfeiture notification documents to defendants, bond posters, or surety companies.
- Prepares monthly revenue reports of court fines and reinstatement fees and bond reconciliation report.
- Reviews files for prosecutor or judicial requests and follows up as necessary. If outside agencies are involved, prepares updated correspondence.
- Reviews and follows up monthly with all defendants on supervision to ensure supervising agency has reported compliance status.
- Reviews DUI and General Ordinance complaints in conjunction with review of offense and arrest reports to ensure proper charging, execution and service.
- Sends suspension and reinstatements for defendant's driving privileges to the Kansas Department of Revenue electronically.
- Submits weekly collection docket to outside agency for processing.
- Updates criminal justice systems software with court dispositions, including the diversion, probation status for all defendants on supervision.
- Actively participates in local, state and national court management associations; attends relevant conferences and seminars and appropriate training.
- Cross trains on duties of Lead Court Clerk.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions):

- None.

Certificate, License: None.

Required Education and/or Experience:

Two to three years related experience and/or training; or associate degree; or equivalent combination of education and experience.

Preferred Education and/or Experience:

Four to five years experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

Abilities, Knowledge, Skills:

- Ability to accurately type at a reasonable rate of speed.
- Ability to calculate figures and amounts such as interest, proportions, and percentages.
- Ability to establish and maintain effective working relationships with associates, general public, customers, contractors, vendors, public officials and City Council.
- Ability to handle citizens and stressful situations in a calm manner.
- Ability to maintain confidentiality.
- Ability to maintain files and records.
- Ability to organize and manage time effectively.
- Ability to perform a considerable volume of detailed recordkeeping tasks accurately and efficiently.
- Ability to read and interpret documents such as statutes, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out duties.
- Ability to solve problems and deal with a variety of variables.
- Ability to speak effectively with customers or other employees.
- Ability to understand and follow oral and written instructions.
- Ability to work independently.
- Ability to write routine reports and correspondence, record and track information.
- Knowledge of court procedures and practices.
- Knowledge of the office methods, procedures and practices.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.
- Skill in the use of proper English, spelling, grammar, and punctuation.

Supervision: None.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are normally quiet during non-court hours. During court, the work environment can seem very hectic. Particular attention must be paid to clientele and whether they may pose a risk to the workplace. The worker is not subject to adverse environmental conditions.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.