



City of Winder
Job Description: Court Clerk
Department: Finance

Rev 8/12

EEO Function:
EEO Category: Professional
Status: Non-Exempt
Pay Type: Hourly
Position Number: 1870

Pay Grade: 16

I. Chain of Command/ Reports To

Finance Director

II. Job Summary

This position requires knowledge of proper judicial and Court processes with a high level of confidentiality and problem solving skills, and the ability to provide accurate, timely, and Courteous customer service under stressful and adverse circumstances. This position also requires extensive knowledge of due process dealing with the job duties listed below.

III. Essential Duties and Functions

- Follow and promote Policy and Procedures of the City of Winder.
- Verifies, directs, amends, maintains, and files all charging documents received from all outside prosecuting agencies, and all other pertinent Court documents that are filed in Court.
- Prepares, verifies, updates, and maintains Court calendars.
- Issues, directs, schedules, records, and releases motions, summons, subpoenas, continuances, judgments, pleadings, bench warrants, failure to appears, transfer of cases, dismissals, jail time documents, and other orders made by the Court.
- Issues arraignment and trial dates, directs and records bail bonds, process own recognizance releases, motions, summons, subpoenas, minute findings, judgments, expungements, pleadings, and other orders made by the Court.
- Responsible for the timely processing of jail documents, failure to appears, bench warrants, monthly state reports, Department of Driver Services documents, and State dispositions.
- Operates Court management system to accurately input records and retrieve information related to Court cases, enabling accurate and timely case management.
- Prepares, assembles & verifies materials for each Court session. Responds to questions relating to judicial or civil services, functions, decisions and other information, (cases, bail, warrants, payments & appointments). Provides information on city codes, state statutes, and explains misdemeanor and traffic Court process whether in person or by telephone. Researches and resolves any discrepancies of Court records.
- Review files to monitor for defendant compliance and probation/sentencing requirements, and independently close cases based on standing orders and policies. Process fine amounts and/or credits for misdemeanor and traffic citations/offenses.

- Performs all other duties that are necessary for the day to day operation of the Court.
- Advises and consults with the City solicitor, judges, defense attorneys, as well as the general public, private and government attorneys, City of Winder, Barrow County and State personnel on matters related to the operation of the Court.

IV. Knowledge, Skills, and Ability:

- Knowledge of and understanding of criminal and civil law, governing statutes and regulations, related to procedures, protocols and practices.
- Advance knowledge of Microsoft Word and Excel.
- Ability to maintain confidentiality
- Ability correctly interpret and apply the laws, codes, policies and procedures related to the processing of Court documents.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.)
- Ability to effectively be accountable for the proper care of receipting and documentation.
- Ability to pass drug testing as noted in policy
- Skill in understanding and following oral and/or written instructions
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

Notary Public Certification from the State of Georgia

VI. Qualifications

- Associates Degree or two years of college equivalent.
- Three (3) years of clerical experience with a minimum of 1 year of Municipal Court or criminal justice experience.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 25 pounds.

VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

IX. Supervisory Controls/Responsibility:

May provide lead work direction and guidance to other employees, providing assistance on assigned projects.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.