



MUNICIPAL COURT CLERK

Position Description

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| Department: | Municipal Court | Reports to (Title): | Municipal Judge |
| Probationary Period: | Six Months (6) | Supervision: | N/A |
| Pay Grade: | | Classification: | Non-Exempt |
| Hours/Week: | 40 hrs. per week Monday-Friday | Effective Date: | December 23, 2024 |
| Type of Position: | Hourly | Revised Date: | December 23, 2024 |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to adhere to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent
- Adhere to all professional and ethical behavior standards inherent to the Public Sector
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington
- Possess cultural awareness and sensitivity

POSITION PURPOSE

The purpose of this position is to support the overall workflow process of the Municipal Court.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Responsible for daily computer input and output of court records
- Answer phone calls, emails, and in-person inquiries about court processes and procedures
- Schedule dockets and court proceedings and manage the court calendar, ensuring all cases are heard in a timely manner
- Interprets arraignment and trial for Spanish speaking individuals
- Issues court summons, bench warrants, arrest warrants and subpoenas
- Accurately retains all court records to include proceedings and outcomes, case dispositions, judgments and verdicts
- Sets all contested court cases and relay set dates to City Attorney, defense attorneys, Police Department and/or private citizens
- Responsible for providing proper forms for the Judge as required



- Processes all citations with the knowledge of limitations – refers to the Judge on decisions
- Keeps informed of ordinance and changes that affect the court
- Responsible for assigning community service work
- Responsible for enrolling defendant into DWI school and any counseling sessions as ordered or recommended by the Judge.
- Responsible for money collected for fines, fees, etc. Posts and deposits money daily, reconciles bookkeeping with receipts and bank statements, prepares monthly report.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One (1) year direct work experience |
| Education: | <ul style="list-style-type: none">• High School Diploma or GED |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Read, write, speak and comprehend the English language• Perform simple mathematics, i.e., add, subtract, multiply, divide, and using whole numbers, fractions, and decimals.• Knowledge of cash register use, cash and credit transactions and accounting principles• Extremely detail oriented• Ability to obtain and maintain Notary Commission• Must be bilingual – English and Spanish• Must be able to work odd hours or overtime on occasion• Must be able to able to travel, sometimes overnight• Ability to work standard office equipment• Ability to analyze and correct money errors• Possess a high level of customer service at all times |

PREFERRED QUALIFICATIONS

- Post-Secondary course work in criminal justice or related field
- Working knowledge of legal terminology and court procedures
- Bilingual skills in the English and Spanish language



WORK ENVIRONMENT

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities are required by this job including reading, distance, computer, and color vision.

Mental Demands: There are a number of deadlines associated with this position. The employee must also multi-task with a wide variety of people on various and, at times, complicated issues.

Disclaimer: *The information in this position description has been designed to indicate the general nature and level of work performance³ by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*