

City of Americus, GA

Title: Municipal Court Clerk
Class Code: 1008



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to conduct a variety of duties in support of Court operations and provide Customer Service to defendants, attorneys, law enforcement officers and the general public.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Enter citations, (other agency such as GSW), Processes traffic violations, subpoenas, remittance report, and monthly departmental stat reports.
- Assists City Judge in court; reads announcements, calls docket, reschedules, dismisses, and closes cases; forwards cases requiring payment to finance dept., records case or disposition/sentencing.
- Answers phone, verifies caller through name and DOB, discusses all aspects of cases with defendants to include court rules, and consequences of non-payment or non-appearance. Prepare bench warrants & failure to appear, assist officer with court cases and corrections.
- Prepares written correspondence per judge's instructions; reschedules court dates, updates fines and status of cases and sends notices to the State. District attorney's office and other law enforcement agencies distribute information to Department of Driving Services.
- Calculates fines, court cost, taxes, overtime parking fees and cash appearance bond payments via mail, online, prior to and after Court.
- Scans all documents. Files paperwork systematically.
- Assist in records when necessary. Update criminal history files through GCIC.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; Requires one year of experience in an office setting and / or customer service position; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves recurring basis or sustained keyboard operations.

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Revised: 6/4/2020 (DJ)
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Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

May require certifications and/or notary designation as determined by assigned division.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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