

CITY OF BELLE MEADE

Job Description

Job Title: Court/Police Records Clerk

Reports to: Directly - City Manager and Indirectly - Chief of Police and City Judge

Supervises: None

FLSA Status: Non-Exempt

Approved/Modified Date: October 2018

SUMMARY: Under general direction, processes court dockets, accepts payment of fines, answers all phone calls to clerk's office and maintains Court and Police Department files.

Essential Job Duties

1. Processes Traffic Tickets

- Processes electronic tickets into court software system; verifies information through inquiries into NCIC system; corrects errors in addresses, social security numbers, spelling of names, etc.
- Ensures accurate assignment to court docket.
- Collects and receipts payments (cash, check and credit card) for fines, driving safety school, court costs and other court receivables.
- Enters payments into computer system.
- Files disposed tickets; sends reports of receipts to the state.
- Prepares daily deposits for court revenues.
- Issues and maintains inventory of ticket books for Police Officers.

2. Provides Administrative Support to City Court

- Conducts data inquiries in NCIC system and notes history of defendants' prior violations and Belle Meade Court appearances on tickets for City Judge.
- Prepares meeting room for city court hearings by preparing docket books, citations, police officers schedule, court calendar, and supporting documentation.
- Attends monthly court sessions to document City Judge's disposition of each case with regard to fines, court costs, public service work, or Driving Safety School.
- Maintains court docket book by recording citations, dates for court appearance, reschedules, dispositions of cases, and other related information.
- Prepares hearing docket and police officer's ticket schedule.
- Responds to questions from the public concerning court dates, fines, and related concerns.
- Sets monthly court dates and distributes annual court date schedule to staff.

3. Assists Driving Safety School

- Prepares Safety School class roster
- Checks attendance and assists with set up of Driving Safety School facilities.
- Verifies certificates of completion for online driving school.

4. Provides Clerical Support to Police Department

- Maintains, indexes, copies and files police reports, including Offense, Arrest, and Accident Reports.
- Prepares monthly Commissioners' Report containing data related to patrol mileage, gasoline usage, and police activity statistics.
- Retrieves reports from files for Police Officers and citizens.

- Prepares memos, correspondence, and other documents as requested.
- Performs other duties as assigned by the Chief of Police.

5. Serves as Backup Office Receptionist

- Answers telephone and greets visitors, responds to requests for information, refers individuals to other City staff if needed.

6. External Reporting

- Prepares and distributes monthly financial report, report of fees owed to the state, and state litigation tax report.
- Sends court abstracts to the state.

Other Job Duties

Performs other job duties as assigned, including:

- Assist with other city projects as needed or directed by City Manager or Police Chief.

Primary Job Challenges

Primary challenges of this position include:

- Ensuring the accuracy of a large volume of information.
- Meeting deadlines for submitting information to the Department of Safety.
- Dealing with the public, who at times may be confused or upset about traffic fines and related matters.
- Ensuring cash drawer balances at all times.
- Maintaining confidentiality of sensitive information.

Equipment Operated

- Computer terminal, laser printer.
- Credit card swipe/scanner
- Check reader machine for daily deposits
- Telephone, network photocopier / scanner / fax machine.

Competencies Required

Competencies important for successful job performance include:

Knowledge of Municipal Law and Police Procedures

Attention to Detail – Records of fines, payments, and judgments must be accurate.

Respects Dignity of Others – Ability to establish and maintain an effective and professional working relationship with the public and staff members.

Teamwork - Coordinates work activities and time away from office with other staff members as needed.

Initiative – Must work independently, be able to meet deadlines, and maintain efficiency.

Conflict Management – Maintains composure; has the ability to remain objective when speaking with the public; calms individuals who may be upset or confused.

Written Communication Skills – Correspondence by letter, memo or email must be clear, concise, and easy to understand.

Physical Requirements and Work Environment

The court clerk works in an office environment.

Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from high school and a minimum of one year, preferred two years, of clerical, administrative, and general accounting experience.

Required Classes/Certifications:

- Obtains certification required in order to access Dept. of Safety driving histories. This certification will be obtained after employment.
- Attend annual Municipal Court Clerk continuing education sessions sponsored by the Municipal Technical Advisory Service (MTAS).