

CITY OF CABOT

Job Description

Job Title: Chief Court Clerk

Newest Revision: July 26, 2013

Department: Courts

Reports To: Director of Operations

FLSA Status: Exempt

Supervisory Responsibilities: Deputy Court Clerks

Salary Survey Reference: Court Clerk

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible

Job Summary: Keeps records of all acts done and proceedings had in the Court. Enters all judgments of the Court under the direction of the Judge.

Disclaimer: This job is appointed by the Judge serves at his/her pleasure.

Essential Duties and Responsibilities:

- 1) Administer oaths on affidavits and issue warrants.
- 2) Keep a complete docket of all proceedings past, present, and future. Issue and attest all processes.
- 3) Record all judgments, rulings, orders in the criminal, traffic, and civil divisions of court.
- 4) Prepare civil filings for court/prepare and make daily bank deposits.
- 5) Compile and complete monthly report for all funds collected and distributed on all cases in all divisions of the Court.
- 6) Work with the Probation Officer when needed.
- 7) Obtain documentation and maintain files for City Prosecutor and County Prosecutor.
- 8) Enter and maintain all violations of law on computer format. Receive all incoming mail.

- 9) Notify officers and witnesses of court dates thru subpoena process. Issue summons on civil matters.
- 10) Balance monthly bank statements.
- 11) Prepare files for trials, assist the Judge in the Courtroom on court dates for plea and trials on the criminal and traffic matters.
- 12) Assist the Judge in small claims and civil court.
- 13) All other duties as assigned.

Minimum Qualifications:

- 1) High school diploma or GED equivalent.
- 2) Have and maintain a current valid Arkansas Drivers' license before and during employment.

Additional Knowledge, Skills, or Abilities Needed:

- 1) Knowledge of good filing and record keeping methods.
- 2) Knowledge of current laws and practices for District Courts.
- 3) Skill in managing or supervisor other employees.
- 4) Ability to read and interpret documents and write proper correspondence.
- 5) Ability to speak effectively with citizens, business professionals, or employees of the City.
- 6) Ability to keep track of details.

Physical Requirements:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	x	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more		x
Work involves earth moving equipment or commercial motor vehicles		x
Work involves the operation of non-commercial vehicles		x
Work involves the operation of motorized equipment		x
Work involves bending, twisting, or reaching out in different positions	x	
Work involves climbing up or atop structures		x
Work involves crawling or being in confined spaces		x
Work involves being outside or exposed to extreme high or low temperatures over a long period of time		x
Work involves running or jumping		x
Work requires distance vision (20 feet or more)		x
Work involves being able to detect colors		x
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	x	
Work involves typing on the computer for an extended period of time	x	
Work involves staring at a computer screen for an extended period of time	x	
Work involves long periods of sitting or standing without break	x	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources Director (Print/Sign/Date)