

City of Mauldin

Position Title: Court Clerk/Records Specialist

Department: Judicial

Updated: March 9, 2010

General Purpose

Performs a variety of routine clerical, secretarial, and administrative work in support of law enforcement activities.

Supervision Recieved

Works under the supervision of the Clerk of Court/ Administrative Judge.

Supervision Exercise

None.

Essential Duties and Responsibilities

Records and files citations; and maintains report files.

Enters data into the computer, and generates court dockets.

Processes all payments for traffic tickets, bench warrants and criminal warrants.

Completes sentencing paperwork and discharge papers.

Completes ticket transmittals sent to South Carolina Highway Department.

Handles all incoming and outgoing mail for Judicial Department.

Assists Solicitors and other government offices by providing requested case information.

Posts weekly court docket for municipal court.

Provides a variety of court related information to the public and governmental agencies.

Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.

Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.

Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.

Establishes and maintains records systems using moderately independent judgment.

Peripheral Duties

May serve as a member of employee committees.

Performs other related duties as required.

Desired Minimum Qualifications

Education and Experience:

- (A) College degree

Necessary Knowledge, Skills and Abilities:

- Working knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Skill in the operation of most of the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to follow verbal and written instructions; ability to learn the City's geography.

Tools and Equipment Used

Personal computer, including word processing and specialized software, phone, typewriter, calculator, fax machine, copy machine.

Physical Demands and Work Environment

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.