

CITY OF MAULDIN

POSITION DESCRIPTION

CLERK OF COURT/ ADMINISTRATIVE JUDGE

GENERAL PURPOSE

Performs administrative and supervisory functions for Municipal Court. Work includes coordinating court staff, administering court actions, processing payments, preparing departmental budget, signs and issues bench warrants, and oversees money deposits. All policies and practices must be followed in a manner that ensures the compliance of all requirements set forth by South Carolina Court Administration.

SUPERVISION

This is a department head position and employee works under the guidance of the City Administrator. Employee plans, prioritizes, and performs work independently. Employee has access to confidential lawsuits, criminal investigations and records, and client records.

Position is responsible for supervision of two full time employees, including hiring, discipline, and evaluation of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Completes monthly reports as required by South Carolina Court Administration.

Issues subpoenas and other court related documents as needed.

Maintains and processes a caseload involving approximately 200-300 cases at any given time. These caseloads to include, but not limited to Jury Trials, Pre Trial Intervention cases, and Debt Setoff cases.

Processes dockets, tickets, and warrants after they have been adjudicated in court.

Administers and oversees jail sentences, probation, community service, and failure to comply. This includes issuing and signing bench warrants and adding NRVC suspensions to state issued licenses.

Issues and signs arrests and search warrants.

Conducts arraignments and bond hearings.

Processes jail commitments and releases.

Issues and signs court subpoenas for court appearances and documents for evidence.

Oversees depositing of all monies. Disburses court revenue to the City of Mauldin and SC State Treasurer's Office.

Reconciles banks statements and invoices.

Resolves citizen complaints.

Administers criminal proceedings and docketing to include jury trials, pre-trials, and preliminary hearings.

Responds to requests from City Judge, Prosecutor, Attorneys, and Mauldin police officers.

Confidentiality: During the course of carrying out regular duties and responsibilities the employee has access to confidential information such as criminal records.

Accountability: Errors could result in a delay or loss of service, monetary loss, and jeordize public perception of the City, and/or legal repercussions.

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 with specialized course work in Criminal Justice or other law related field.
- (B) Five to seven years of administrative and supervisory experience.
- (C) Judge's certification must be obtained within one year of hire or appointment.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and electronic data processing.
- Basic accounting
- Ability to perform delegated tasks efficiently with minimal errors.
- Working knowledge of modern office practices and procedures.
- Some knowledge of South Carolina Laws specifically as they apply to Municipalities.
- Skill in operation of listed tools and equipment.
- Ability to perform cashier duties accurately.
- Ability to effectively meet and deal with the public.
- Municipal court functions
- Laws and regulations set forth by SC Court Administration
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Working knowledge of the SC Case Management System.
- Work under pressure and/or frequent interruptions
- Perform multiple tasks simultaneously.

TOOLS AND EQUIPMENT USED

Phone; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

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.

Nature and Purpose of Contacts:

Position has constant interaction with court attendees, co-workers, the general public, judges, May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation, OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

7/5/22-KLL