

JOB DESCRIPTION
FILLMORE CITY JUSTICE COURT CLERK
August 2016

Reports to Judge
Works under Judge's direction
Works closely with City Recorder

The duties and responsibilities of the Fillmore City Justice Court Clerk shall include but not be limited to:

1. All daily court tasks

- A. answer phone
- B. assist walk-in customers
- C. process mail
- D. process payments
- E. post trust cash bail
- F. post bail receipts to bail account summary
- G. recall warrants
- H. update tracking
- I. post forfeitures
- J. process citations
- K. file closed cases
- L. file partial and time pay payments
- M. prepare letters and notices
- N. enter documents and file
- O. review tracking report and complete action as needed

2. All Court duties

- A. prepare court calendar
- B. pull files for court
- C. assemble Judge's portable file
- D. set up for court
- E. receive pre-court directives from Judge
- F. greet court attendees
- G. take court minutes
- H. receive post-court directives from Judge
- I. execute Judge's directives
- J. post court follow up
- K. work closely with city prosecutor
- L. Other duties as assigned

3. Required skills

- A. daily office procedures
- B. computer, ten-key
- C. MS Office
- D. internet
- E. written and oral communications
- F. basic accounting

- G. cash management
- H. public relations

4. Personal attributes

- A. desire to learn
- B. motivated
- C. follow instructions
- D. work independently
- E. organized
- F. dependable
- G. responsible
- H. accountable
- I. resourceful
- J. trustworthy
- K. confidentiality
- L. positive attitude
- M. cheerful
- N. adaptable

Signature

Date