



DATE	June 2012
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Courts Specialist
DEPARTMENT/DIVISION: Municipal Court
REPORTS TO: Varies

SUMMARY: Responsible for providing specialized support for the court, including compliance, warrant and bond processing, court date scheduling, payment negotiation and docket creation. Provides specialized customer service utilizing specific areas of court procedures. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Prepares and/or processes a variety of court paperwork in assigned area of responsibility within the Municipal Court, which may include: warrants, extension applications, delinquency paperwork, payment agreements, motions, complaints, citations, appeals, deferred disposition requests, jury selection forms, and/or other related paperwork.
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; filing; making photocopies; performing data entry; typing; preparing case files; scheduling court dates; and/or word processing.
- Responds to requests for information and inquiries from a variety of individuals, which may include: internal staff, attorneys, defendants, Judges, juveniles, the general public, and/or other interested individuals.
- Monitors and maintains a variety of data and information in support of court operations, which may include: preparing and verifying listings of cases ready for warrant; preparing and verifying listings of delinquency cases; activating warrants; downloading and requesting transfers of tickets into cases; preparing backlog warrant reports; processing collection requests; evaluating, verifying, and processing applications for extension of time to pay; preparing, verifying, and disseminating delinquent account notices; monitoring compliance of pay agreements; and/or, performing other related activities.
- Prepares a variety of reports related to assigned area of responsibility for submission to applicable internal staff.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of court policies and procedures;
- Knowledge of modern office principles and practices;
- Knowledge of filing systems;

- Knowledge of legal terminology;
- Skilled in providing customer service;
- Skilled in preparing and processing a variety of court documents and forms;
- Skilled in performing basic mathematical calculations;
- Skilled in mediating conflict;
- Skilled in prioritizing and organizing tasks;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- College Degree (in any field of study)
OR
- High School Diploma or G.E.D. AND
- Two year related experience in area of assignment such as inbound call center, cash handling, or customer service.
- Level 1 Court Clerk Certification within one year.

PREFERENCES:

- Bilingual in English/Spanish.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Potential exposure to criminal suspects.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.