City of Chattanooga, TN

Personnel Class Specification

Class code 0055

FLSA: Exempt

CLASSIFICATION TITLE: CITY COURT CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee operations of the Office of the City Court Clerk and its two divisions, which provide record keeping and financial services, to assists persons in dealing with the court, and to provide general administrative support to the court.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, hiring, dismissing, and completing employee performance appraisals; coordinates staff development activities; oversees all human resources activity in Office of City Court Clerk.

Supervises all documentation and records keeping operations for City Court.

Monitors and reviews court docket and documents for accuracy.

Evaluates court docket and cases for completeness and readiness for court; oversees rescheduling of "no-shows"; ensures passed cases are rescheduled on docket; supervises timely transmittal of cases bound over to the Grand Jury.

Oversees the scheduling, filing, and marking of warrants; verifies that capiases are properly issued and that affidavits are correctly sworn or affirmed; assists police officers with affidavits.

Supervises distribution of records and certified documents to appropriate parties; assists attorneys with court or record problems.

Ensures all periodic reports from the Office of the City Court Clerk are prepared and completed.

Supervises all financial operations related to monies collected in/for the City Court.

Reviews for accuracy any records associated with monies collected; verifies that all monies are deposited with and receipted by the City Treasurer.

Monitors all cash bonds, ensuring that money is properly disbursed or deposited; monitors collection of fees for parking citations; monitors collection of monies for secured fines and bad checks.

Supervises correction of errors with fee, fine, or bond collection, ensuring reconciliation of all discrepancies.

Assists individuals with resolving fine or payment problems.

Assists judges in planning, organizing, and implementing all functions related to judicial staff; supervises judicial staff in absence of judges.

Prepares, updates, and monitors budget for Office of City Court Clerk; reviews budget encumbrances and expenditures on a regular schedule.

Assists with preparation of budget for City Court judges.

Researches, interprets, and consults federal, state, and local ordinances/regulations for compliance of office and court activities; keeps office and court personnel aware of changes in regulations and policies.

Prepares information and/or news releases on matters related to court business and court actions.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public or business administration, finance, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes management of court operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.