Job Description

Job Title:	Court Assistant I	Classification:	Classified
Department:	Municipal Court	Grade:	120
Occupational Group:	Administrative Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs clerical duties related to the Municipal Court including data entry, payment processing, case management, and similar computer operations.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Specific work assignments vary based on assignment, such as payments, sentencing, citations and bonds. Regular and consistent attendance for the assigned work schedule is essential.

1. Receives and processes various court documents while maintaining the confidentiality of files, records, reports as required by law.
2. Maintains court dockets; prepares commitments, suspensions, subpoenas, and warrants while maintaining the confidentiality of records as required by law.
3. Assists attorneys by providing information requested and as needed; processes and maintains accurate court records.
4. Creates accounts to receive fines collected and ordered by the Judge; issues receipts for fines and other funds received.
5. Prepares deposits for fines, bonds, forfeitures, and other funds received by the Court.
6. Maintains accurate reports on suspended licenses and prisoners.
7. Prepares and enters accurate data into the computer system.
8. Interacts with jail personnel when transfer of money and documents are required.
9. Provides support to the Municipal Judge for court sessions, which may include preparing and calling the docket, answering questions from defendants, witnesses, and complainants regarding Court policies and procedures.
10. Prepares arrest warrants, summons, and related court documents for the Judge's signature.
11. Operates office equipment, including computers; works with various software applications.
12. Serves the public at the counter, answers telephones, and provides information to defendants, attorneys, and the public.
13. Contributes to the Municipal Court team, communicates effectively with co-workers, both within Municipal Court as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Serves as needed in court operations when staff absences necessitate.
- May assist the Court Administrator in coordinating any programs, policies, or procedures within the Municipal Court or assist other City departments as needed.
- Attends and participates effectively at departmental staff meetings.

- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General municipal court operations, practices, and procedures; general office principles and practices; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships within other criminal justice system staff, City officials, staff, attorneys, offenders/defendants and the general public; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: One year clerical or administrative support work experience, including some experience in a money-handling position. Prior experience in a court/criminal justice/law enforcement preferred, but not required.

Licenses and Certifications: A valid state issued driver's license is not required; however, transportation to and from work and off-site training programs must be accomplished without impacting attendance. Certification as a Certified Court Administrator (CCA) from Missouri Association for Court Administration (MACA) is preferred but not required; MACA members must complete continuing education credit annually.

Physical Demands Requirements and Working Conditions:

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	