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## Municipal Court Clerk

### **Employer**

City of Arkansas City  
118 W Central Ave  
PO Box 778  
Arkansas City, KS 67005  
620-441-4405

### **Job Description**

**Wage:** \$15.67 - \$28.55 Hourly

**Job Type:** Full Time

**Department:** City Manager

**Location:** City Hall

### **GENERAL OVERVIEW OF POSITION AND RESPONSIBILITIES**

Performs a variety of routine and complex tasks in administering the municipal court functions of the city including case file maintenance, trial and hearing coordination as well as probation function management. Exercises discretion and acts mostly independently in interpreting policies and regulations.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Manager.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

*Essential functions of the job may include but are not limited to the following:*

- Administer criminal proceedings and docketing.
- Prepares correspondence and maintains records.
- Oversees deferrals, jail sentences, probations, pre-sentence matters, failures.
- Coordinates court matters with judges, defendants, defense counsel, City Prosecutor, police department, jail, alcohol agencies and other levels of the criminal justice administration system.

- Supervises and administers the receipting, depositing, and accounting of monies for fines, forfeitures, and other court receipts.
- Prepares reports for state and local agencies.
- Oversees preparation of court dockets and files; checks with jails for special hearings.
- Receives, logs and indexes incoming filings, citations and complaints.
- Responds to citizens, telephone and written inquiries.
- Oversees receipt of bail, fines and penalties.
- Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint.
- Oversees filing of all papers, dockets, index cards, case files and case related correspondence.
- Prepares Failure to Pay, Failure to Comply and Failure to Appear notices.
- Constructs new case files, filing and retrieving documents as necessary.
- Prepares and maintains appropriate calendars; sets up court hearings.
- Prepares files for court use; processes timely notices to defendants of arraignments, trials and hearings.
- Initiates requests for driving and criminal records.
- Responds to requests from Municipal Judge, City Prosecutor, City Attorney, Police Department and others for assistance and information; processes discovery activity required from the office.
- Performs a variety of courtroom related tasks such as swearing in witnesses, opening court sessions and marking exhibits in order of presentation in court cases.

#### **NON-ESSENTIAL FUNCTIONS**

- Attendance at training, workshops and seminars.
- Performs other duties as assigned

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of legal language and legal procedures related to municipal court functions; Considerable knowledge of general office procedures; Some knowledge of basic bookkeeping practices; Thorough knowledge of criminal, traffic and infraction procedures.
- Willingness and ability to use independent judgment as well as take direction.
- High degree of organizational skill and problem-solving ability.
- Respect for details.
- Ability to execute tasks accurately without excess supervision.
- Ability to assist and support others.
- Ability to manage multiple tasks.
- Excellent written, verbal and customer service skills.
- Ability to work in a fast-paced work environment.
- Ability to access, input, process and retrieve information from the computer.

- Capability to learn quickly and maintain that knowledge for future activities.
- Willingness and ability to work varied hours if necessary to complete the required responsibilities of the job.
- Ability to maintain effective working relations with other employees, attorneys, the judge, and the public.

### **COMMITMENT TO MISSION AND ORGANIZATIONAL VALUES**

It is each employee's commitment to uphold these core values while representing the City of Arkansas City in carrying out municipal duties as public servants. These values should form the basis for interactions with the general public, with other agencies and with each other.

#### *Mission*

The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.

#### *Statement of Organizational Values*

We value Professional Ethics, which includes:

- Honesty
- Compassion
- Fairness
- Confidentiality
- Reliability
- Stewardship of resources
- Respectfulness
- Non-discriminatory behavior
- Professionalism & personal courtesy

We value Commitment to Citizens through Customer Service, which includes:

- Courteous interaction with the public
- Pride & ownership
- Programs that address citizen needs
- A sense of urgency and responsiveness
- A service-oriented approach to patrons
- Listening as well as hearing

We value Commitment to Excellence, which includes:

- An ability to see the big picture
- A sense of pride
- A commitment to employee knowledge
- Employee professionalism
- Accountability
- Teamwork

- Protection of health, safety & public welfare
- A willingness to embrace change
- A commitment to organizational goals
- Clear communication

#### **EDUCATION AND EXPERIENCE**

- High school diploma or acceptable equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- Bachelor's degree in business administration, Criminal Justice, Office Management or related field desired but not required.
- Any combination of the above as determined appropriate by the employer.
- Must not have felony convictions and disqualifying criminal history within the past seven years.

#### **CERTIFICATION(S) AND LICENSE(S)**

- Must possess a valid driver's license with a safe driving record as determined by the employer

#### **PRE- EMPLOYMENT TESTING**

Components of the following pre-employment testing may be conducted and must be successfully completed by the employee:

- Criminal history background checks.
- Physical Capacity Profile – Level 2.
- Drug screen.
- Alcohol testing.

#### **WORK ENVIRONMENT AND CONDITIONS**

The work environment and conditions described here are encountered in performing the essential functions of this position. Typical office atmosphere. Works with others on a regular basis. Noise level is generally low and temperatures are regulated. May be some instances of traveling to local businesses and residences for probationary supervision activities.

#### **ESSENTIAL PHYSICAL FUNCTIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must meet Level 2 in Department of Labor's Dictionary of Titles – Light Work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

#### **BENEFITS & APPLICATION INSTRUCTIONS**

Apply Online at the [Link](#).