


JOB DESCRIPTION
Municipal Court Clerk

Date of Last Revision: December, 2020

 WESTERYLY Rhode Island	DEPARTMENT	Town Clerk		
	REPORTS TO	Town Clerk		
	FLSA STATUS	Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Clerk and the Municipal Court Judge, the Municipal Court Clerk is responsible for the oversight and coordination of the Municipal Court. This position is also responsible for assisting with the Board of Canvassers activities and those of the Town Clerk.

ESSENTIAL JOB FUNCTIONS

- Manages the day-to-day activities of the municipal court.
- Records all municipal violations, manages court documents and files, processes payments.
- Prepares deposits to be processed by Finance.
- Prepares court dockets and attends court sessions and records same.
- Communicates and consults with internal and external stakeholders, including attorneys, defendants, and police officers.
- Attends user group meetings for software enhancements of municipal court software.
- Prepares suspensions for DMV for failure to appear/pay fines and sends clearances for reinstatement or satisfaction of payment.
- Maintains financial records and prepares monthly financial statements for the Rhode Island Traffic Tribunal.
- Administers oaths as court clerk and serves as notary public.
- Assists the Town Clerk's office with other duties as necessary.
- Assists in the preparation of upcoming elections and updates voter history after elections.

ADDITIONAL JOB FUNCTIONS

- Backup to Deputy Town Clerk for council and to Registrar for as necessary and attends training sessions for the conduct of elections.
- Maintains professional memberships and continues training and education through RITCCA, CURIA and RITT, which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and reports any incidence which might conflict with Town safety procedures and policies.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- The organization and various functions of the Town Clerk's Office and of the Municipal Court and the practices and procedures to perform said functions.
- Town ordinances, laws, and regulations pertaining to municipal court functions.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines, and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors, and the public.

ABILITY to:

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise, and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Ability to work beyond the regularly scheduled work week during an election period.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma, supplemented by College Degree, or Degree or Certificate in Paralegal Studies, or course work in Management, Public Administration, commercial studies, or related field.
- Minimum of one (1) year of experience working in a related field.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks or the ability to obtain one within three (3) years of hire.
- Rhode Island Notary Commission or ability to obtain one within six (6) months of hire.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS including:

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.

- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.