



Job Description
Town of Westerly

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|-----------------------|-----------------------|---|------------|--|------------------------|-------|--|-----------|---|
| Job Title: | Municipal Court Clerk | | | | | | | | |
| FLSA: | Exempt | X | Non-Exempt | | Union Status: | Union | | Non-Union | X |
| Supervision Received: | Town Clerk | | | | Supervision Exercised: | None | | | |
| Last Revision: | 10/2016 | | | | | | | | |

General Summary:

This position 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 Functions:

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

Other Functions:

1. Attends trainings, seminars, conferences, board of canvassers meetings as required.
2. Assumes supervisory duties in the absence of the Town Clerk as required.
3. Backup to council and board of canvassers as necessary.
4. Other related duties as assigned.

Education & Experience:

Education:
Bachelor's degree in paralegal studies, business or public administration or closely related field.

Experience:

Three years of experience working in the legal profession or as a court clerk or municipal clerk. Experience must include lead or supervisory functions.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Advanced knowledge in the practices and procedures of a clerk's office or of a court.
- Working knowledge of town ordinances, laws, regulations pertaining to municipal court functions.

This position requires the following skills:

- Expert customer service skills in identifying issues, empathizing with customers and using judgement and discretion in resolving customer issues.

This position requires the ability to:

- Use independent discretion and judgement when dealing with plaintiffs of the court.
- Ability to resolve complex issues that arise regarding the operations of the municipal court.
- Interact with a variety of stakeholders including the general public, attorney's and Town staff.

Licenses & Certifications:

Possess a valid driver's license.

Certification as a Certified Municipal Clerk from the International Institute of Municipal Clerks or equivalent is required within three years of hire.

Special Requirements:

This position requires the following:

- A thorough background check.

Working Conditions & Environment:

| <i>Physical Activities</i> | <i>Amount of Time</i> | | | |
|--|-----------------------|----------------|-------------------|----------------|
| | None | <1/3 | 1/3 to 2/3 | >2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands to finger, handle, or touch | | | | x |
| Reach above shoulders | X | | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk or hear | | | | x |
| Taste or smell | x | | | |
| Driving (including valid driver's license) | | x | | |

| <i>Lifting Requirements</i> | | <i>Amount of Time</i> | | | |
|--|------------------|-----------------------|-------------------------|-------------------|----------------|
| | | None | <1/3 | 1/3 to 2/3 | >2/3 |
| Up to 10 pounds | | | x | | |
| Up to 25 pounds | | X | | | |
| Up to 50 pounds | | X | | | |
| Up to 100 pounds | | X | | | |
| More than 100 pounds | | X | | | |
| <i>Noise Level in the Environment</i> | | | | | |
| | Very quiet | x | Quiet | | |
| | Moderate Noise | | Loud Noise | | |
| | Very Loud Noise | | | | |
| <i>Environmental Conditions</i> | | <i>Amount of Time</i> | | | |
| | | None | <1/3 | 1/3 to 2/3 | >2/3 |
| Work near moving mechanical parts | | x | | | |
| Work in high places | | x | | | |
| Risk of electrical shock | | x | | | |
| Risk of radiation | | x | | | |
| Work in extreme weather conditions | | x | | | |
| Exposure to blood or other body fluids | | x | | | |
| Exposure to hazardous chemicals | | x | | | |
| Vibration | | x | | | |
| <i>Special Vision Requirements</i> | | | | | |
| x | Close vision | x | Distance vision | | |
| x | Color vision | x | Peripheral vision | | |
| x | Depth perception | x | Ability to adjust focus | | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.