

CITY OF FRANKLIN
Job Description

Job Title:	Deputy Court Administrative Assistant
Department:	Municipal Court
Appointing Authority:	Municipal Judge
Reports To:	Municipal Judge/Municipal Court Administrative Assistant
Salary Level:	Per Compensation Plan Addendum
FLSA Status:	Non-Exempt
Prepared By:	Dana Zahn, HR Coordinator
Prepared Date:	February 10, 2013
Approved By:	Common Council
Approved Date:	February 19, 2013

Summary

Provide critical support to Municipal Court Administrative Assistant in performing routine and confidential municipal court clerical duties that would include, but are not limited to, assisting with maintenance of court and citation records, communicating with the public, and assisting with data entry. Works under the general direction of the Municipal Court Administrative Assistant and the general supervision of the Municipal Judge and/or his designee.

Essential Duties and Responsibilities include the following:

Attend Municipal Court for assigned court session, providing essential information to the Municipal Judge and City attorney.

Responsible for entering correct case information into in-house computer system.

Responsible for all correspondence sent to defendants following Municipal Court session.

Responsible for the creation of warrants and commitments.

Create court dockets for assigned court session.

Communicate with the public on Municipal Court procedures.

Perform clerical and customer service duties and is the primary person to accept payments and answer questions at the lobby window.

Communicate trial date information to officers and the City Attorney for assigned court session.

Assist with routine, complex and confidential clerical work in preparation of documents, reports and answering phones.

Assist in quality control of citation and city complaint entries.

Exercises rational judgment in all job responsibilities.

Maintains the confidence and trust of peers, subordinates, superiors, and citizens.

Any and all other duties as assigned by the Municipal Judge and/or his designee, or the Municipal Court Administrative Assistant.

Supervisory Responsibilities

Works under the supervision of the Municipal Judge and/or his designee, and under the direction of the Municipal Court Administrative Assistant.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Graduation from high school or GED equivalent with a minimum of 1-year data entry/secretarial and customer service experience required. Court/legal experience helpful.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to defendants, parents, and attorneys.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have basic knowledge of Microsoft Word software.

Certificates, Licenses, Registrations

Must be able to obtain ETime Certification thru CIB within 6 months of hire.

Physical Demands

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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Other Qualifications

Ability to establish and maintain effective working relationships with co-workers, other departments and the public.

Ability to make independent judgments which have considerable impacts on the organization.

Other Skills and Abilities

Working knowledge of department operations.

Ability to communicate effectively both verbally and in writing.

Working knowledge of computers and electronic data processing.

Working knowledge of modern office practices and procedures.

Ability to work independently.

Working knowledge of municipal traffic laws and city ordinances.

Some knowledge of accounting principles and practices.

Skill in operation of telephone; personal computer including word processing software; copy machine, fax machine, calculator, and typewriter.

Ability to perform cashier duties accurately.

Ability to communicate calmly and openly with the public, maintaining a good relationship with the public in difficult circumstances.

Ability to type sixty (60) words per minute.

Perform data entry functions for department computer system.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.