



Municipal Court Clerk

Job Description: The purpose of the Municipal Court Clerk is to provide clerical support to the Walthourville Municipal Court and Police Department. The duties include assisting the general public in person and over the phone, receiving indexing and recording court case information and/or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties. Taking payments for Court ordered fines and assessments. This position receives supervision from the Municipal Court Judge (during court) and the Chief of Police. This position does not supervise any other positions.

Work Environment: Work is performed in an office setting and in the Municipality Courtroom with frequent interruptions and with the need to deal with a wide variety of people, some of whom may be irate, difficult or might seem dangerous.

Minimum Qualifications: High School Diploma or GED. One (1) year of Municipal Court or Police Experience. Must be able to become GCIC or TAC Certified. Equivalent combination of education and experience.

Preferred Qualifications: Associates in Criminal Justice or Political Science. GCIC and TAC Certified, 2-3 Years Court Related Experience and Knowledge of Courtware case management system.

Major Duties:

- Processes and enter citations and bond information in the court database
- Runs Driver and Criminal Histories and tracks prior offense on casefile
- Receives, records and deposits payments according to established court procedures and maintains reports regarding payments
- Answers questions over the phone and in person about court calendar, court hearings, fines, directions, and general inquiries about court services
- Responsible for scheduling cases and notifying attorneys and police officers of when the cases will be heard in court, mail out notices if court dates have to be reset.
- Prepares arraignment dockets for court
- Issues subpoenas to all witnesses and officers
- Maintains case files, on misdemeanor incidents and arrests
- Attends court and check-in defendants, attorney, witnesses and assist court officials with other Administrative duties.
- May be responsible for overseeing all warrant and failure to appear information
- Performs other related duties as assigned.

Knowledge Required by The Position:

- Knowledge of the functions, policies and procedures of Municipal Court and Court Operations
- Knowledge of General Office Procedures and Modern Office Equipment
- Knowledge of bookkeeping practices
- Knowledge of Georgia Crime Information Center (GCIC) procedures
- Knowledge of applicable federal and state laws and city ordinances

Please submit City of Walthourville Employment Application (can be found on website), resume and cover letter by December 9, 2024 at noon to hr@cityofwalthourville.com

The City of Walthourville is an Equal Opportunity and Drug Free Workplace employer. The City of Walthourville is giving notice by this advertisement that their services are available without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or family status.