

Court Records Clerk II (Full-Time)

The City of Norcross is looking for a *full-time* **Court Records Clerk II**.

The purpose of this position is to assist with the daily operations of the Municipal Court.

The incumbent in this position will assist the Court Administrator and Assistant Court Clerk with the processing and maintenance of municipal court cases. Responsibilities include, but are not limited to: processing citations, arrest cases and payments. Maintains working relationships with Police Department.

Essential Duties and Responsibilities:

- Processes payments for all court related matters.
- Provides general assistance/customer service to the public regarding court procedures and payment of citations via telephone and/or in person.
- Prepares new cases on a daily basis, which will include data entry, file preparation, filing and recording of dispositions.
- Researches prior years' court cases pertaining to citations and all other court-related matters, including maintaining monthly statistical reports consistent with established court retention information.
- Retrieves, examines and comprehends driver's license, criminal history, vehicle registration, and tag reports pertaining to all citations filed in preparation for court proceedings.
- Processes Municipal Court record requests for previous cases for various government agencies, private corporations, attorneys, and the general public.
- Prepares various court correspondence including, but not limited to subpoenas, license suspensions, failure to appear letters, and certified letters.
- Categorizes, files, and maintains municipal court citations for storage.
- Provides support during court sessions.
- May assist with processing payments; posting cash receipts to the court docket and computer.
- May assist with processing fines and cash bonds then reconcile daily cash receipts as assigned via the court's case management system and the City's financial system.
- May assist with preparing various court correspondence, including but not limited to: bench warrants, subpoenas, bind-overs, probation service papers, continuance forms and license suspensions, court session dockets and other proceedings as required.
- Assists with ensuring that all citations and accompanying paperwork are ready for court.

Competencies:

- Must be able to maintain confidentiality – of records, data, reports and other information.
- Knowledge of the functions, policies and procedures of a Municipal Court.
- Knowledge of applicable federal and state laws, and city ordinances.
- Skill in oral and written communications and interpersonal relations.
- Skill in operating various modern office equipment.
- Knowledge of computer programs, including but not limited to Windows programs such as Word, PowerPoint and Excel.
- Knowledge of and ability to update CCH (computerized criminal history) dispositions.

Education and/or Work Experience Requirements:

- High School diploma and 5 years of related experience.
- Equivalent combination of education and experience is acceptable.
- GCIC certification, or ability to obtain certification within 60 days of employment.
- Must possess a valid Georgia driver's license (Class C), with a satisfactory driving record.
- Graduation from an accredited college or university with a Bachelor's Degree is preferred.

Starting Salary: \$30,843 with benefits

Interested applicants must submit a resume with City of Norcross application to is HumanResources@norcrossga.net No phone calls please.

The City of Norcross is an Equal Opportunity Employer.