



### CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Court Clerk, Senior	<b>BAND/LEVEL:</b>	ADM III
<b>DEPARTMENT:</b>	Municipal Court	<b>JOB NO:</b>	4520
<b>DIVISION:</b>	Municipal Court	<b>DATE:</b>	12/1/2017
<b>REPORTS TO:</b>	Deputy Court Clerk	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	131
<b>REPLACES:</b>	Court Clerk, Senior	<b>LAST REVISED DATE:</b>	7/9/2012

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**JOB SUMMARY STATEMENT:** Completes the Court Clerk duties that require extensive experience and a high level of accountability. These duties include but are not limited to fine collection, warrant processing, clerk training, e-payment processing, video arraignment of prisoners, and liaison to bonding companies.

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#### DUTIES AND RESPONSIBILITIES:

1. Oversees the standard procedure for issuance, service, and quashing of bench warrants as ordered by the judge. Responsible for insuring that all warrants are based on true and accurate information.
2. Oversees the video arraignment program for all arrested persons in custody awaiting mandatory hearing. Coordinates video courtroom schedule with the Sheriff's department and Court Security Officers.
3. Oversees the electronic payment program. Develops electronic forms, responds to citizens submitting payment, processes payments, and coordinates the service with Information Technology staff.
4. Oversees fine collections as assigned by court administrator. Processes insufficient fund checks and qualifies defendants who are given payment plans by the judge.
5. Serves as liaison to bonding companies. Qualifies companies and maintains the approved list. Collects forfeited bonds from the companies.
6. Plans and implements on-the-job-training for court clerk staff. Assesses skill level of new staff and plans the training path. Cross-trains veteran clerks in new duties.
7. Completes special projects as assigned by presiding judge, court administrator, and deputy court clerk.
8. Backs up all positions in clerk's office as needed.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.



## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education which includes courses in typing, office practices and word processing, or additional equivalent experience.
- Must be at least 18 years of age.

### EXPERIENCE:

- Three years of experience as a Court Clerk with Overland Park Municipal Court.

### SKILLS:

- Basic math and accounting skills.
- Good oral communication skills.
- Attention to detail.
- High level of accuracy.
- Data entry skills.
- Good listening skills.
- Good organizational skills.
- Good customer service skills.

### MENTAL REQUIREMENTS:

- Ability to work under distracting conditions.
- Alpha and numeric recognition.
- Ability to recognize and protect confidential information.
- Ability to organize, file, and effectively retrieve data.
- Ability to work in environment with constant interruptions.
- Ability to access situation and use judgment in responding.

### PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer, calculator, copy machine, and computerized cash register.
- Ability to communicate effectively in person and via telephone.

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.