



## Assistant Court Clerk 2015

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City of Johns Creek is accepting online resume submissions for an experienced Assistant Court Clerk.  
[www.johnscreekga.gov/hr/#openings](http://www.johnscreekga.gov/hr/#openings)

This position is hourly, non-exempt.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares dockets for all assigned court sessions to include pleas and arraignments, bond hearings, bench trials, and other proceedings as required ensuring all citations and accompanying paperwork are ready for the Court.
- Employing a high level of attention to detail, provides assistance to judicial officers including judges, prosecutors, probation officers, and others during adjudication of all assigned cases.
- Assists judges at the bench during court sessions as assigned.
- Upon adjudication, prepares all documentation necessary to close out assigned cases, including accurate reporting of dispositions to external agencies, and verification of collection of all fines and fees, as well as required completion of court required post-trial programs.
- Ensures accurate recording of all case proceedings prior to archiving of court records both hard copy and or digital imaging.
- Assists with the S.T.O.P. (Solicitor. Teen. Officer. Parent.) Teen Driver Intervention and M.I.P. (Minor In Possession) Programs and compliance hearings as assigned.
- Retrieves, examines and comprehends driver license, criminal history, vehicle registration and tag reports pertaining to all citations filed in preparation for court proceedings.
- Prepares orders of the court associated with assigned cases, including warrants, subpoenas, writs, and others as required.
- Provides respectful and courteous assistance to the general public, attorneys, and internal customers regarding court dates and scheduled times, fines, pleas and other information as requested via phone, fax, and email or in person.
- Receives payments of fines and cash bonds then reconciles daily cash receipts as assigned via the Court's case management system and the City's financial system.
- Efficiently retrieves and maintains citations, reports and any accompanying paperwork manually or via electronic import into the Court's case management system.
- Efficiently maintains all court records including but not limited to pending cases, probation cases, failure to appear cases, active and closed warrants, and closed cases.
- Researches information pertaining to citations and other court related matters.
- Responds and prepares certified dispositions and Open Record Requests as requested and required by law.
- Processes incoming and outgoing mail, emails, faxed documents and attorney filings.
- Working as part of a multi-disciplinary team, identifies measures to improve court and administrative processes to meet performance goals of the Municipal Court and the City.
- Attends training seminars relevant to court duties and responsibilities as approved by the Municipal Court Clerk.
- Performs other similar duties as assigned as a requirement of cross-training initiatives.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/G.E.D.
- Two years of experience in a courtroom setting.
- Proficiency in Microsoft Office applications.



- Effective written and verbal communications and presentation skills.

### **PREFERRED QUALIFICATIONS:**

- Associates Degree or higher in Legal Studies or related field.
- Five years of experience in a courtroom environment.
- Knowledge and understanding of judicial processes, procedures, and terminology.
- GCIC certification with experience of entering Computerized Criminal History (CCH) dispositions electronically.

### **PHYSICAL DEMANDS:**

While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present because of some stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 25 pounds. Will require travel between facilities or to external agencies.

### **WORK ENVIRONMENT:**

Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent contact with high-profile individuals.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Johns Creek is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

**IMPORTANT:** By submitting your resume online, you hereby authorize the City of Johns Creek to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Johns Creek and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

The Assistant Court Clerk's starting pay will be competitive and commensurate with the chosen candidate's qualifications and experience. The City of Johns Creek also offers an attractive benefits package, including health benefits, retirement, and paid leave.

This job posting does not constitute an employment agreement between the City of Johns Creek and employee and is subject to change by the City as the needs of the City and requirements of the job change.