

CITY OF EXCELSIOR SPRINGS, MISSOURI

JOB DESCRIPTION

JOB TITLE: *COURTROOM ASSISTANT*

DEPARTMENT: Municipal Court

REPORTS TO: Court Administrator

STATUS: Non-exempt

PROBATION: One Year

GRADE: 4

PAY RANGE: \$12.01 - \$13.22/hour

WORK HOURS: Part-time: generally 4:00 P.M. until court dismissal (usually 3-4 hours each court night.) Court is typically held on the 2nd and 4th Tuesdays of each month, with variations in May, November and December. Court dates are scheduled a year in advance for convenience.

JOB SUMMARY:

This is clerical work of a complex nature. The Courtroom Assistant is responsible for filing, retrieving, and calling the docket.

The Courtroom Assistant may be exposed to information of a confidential or sensitive nature and is required to maintain the confidentiality of such information and to disclose such information only to authorized persons. Work requires familiarity with office equipment and file management, as well organization and customer service skills. The position deals with the general public on a daily basis and requires courtesy, tact and diplomacy.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent.
2. Ability to type 35 words per minute.
3. Must be twenty-one (21) years of age.
4. Must be able to pass a background check.
5. Must be able to pass a drug screening.
6. Ability to work effectively with others to achieve personal, team, department and Citywide goals.

NON-EXCLUSIVE LISTING OF ESSENTIAL FUNCTIONS:

With or without accommodations, he/she must be able to:

1. Get along well with others.
2. Have regular and predictable attendance.
3. Maintain the trust, faith, and confidence of the City Manager, Municipal Court Judge, and Court Administrator.
4. Work independent of direct supervision.
5. Exemplify the department values.

NON-EXCLUSIVE LISTING OF PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Sit alongside the Judge at the bench and call cases for the docket each court night.
2. Assist the Judge and attorneys at the bench and correspond with those requesting information.
3. Provide information to the general public or other employees as requested.
4. Answer questions from the public regarding pending cases and court procedures.
5. Operates a variety of office equipment.
6. Sorts and files documents and files alphabetically, numerically or by other predetermined means.
7. Ability to maintain confidentiality in the performance of duties.
8. Ability to present a positive and professional image of the Municipal Court.
9. Ability to work independently.
10. Ability to quickly and accurately understand and follow written and oral instructions.
11. Perform work and other duties as required and assigned.
12. Attend meetings as required.

JOB STANDARDS:

1. Regular and predictable attendance.
2. Get along well with others.
3. Ability to maintain accurate records and input data correctly.
4. Ability to carry out orders and directives of the department.
5. Ability to communicate clearly and concisely, orally and in writing, using the English language.
6. Ability to establish and maintain an effective and professional working relationship with the general public, City officials, and other City employees on a regular basis.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform complex clerical work requiring the exercise of independent judgment.
2. Knowledge of Municipal Court procedures and legal requirements of docket preparation and disposition of cases.

WORKING CONDITIONS:

Work is generally performed indoors in standard office environment with an occasional requirement of lifting heavy objects (e.g., supplies, records, etc.). In addition to standard office environment, the incumbent may have:

1. Exposure to firearms.
2. Exposure to crowds.
3. Exposure to potentially violent or emotionally distraught persons.
4. Exposure to life-threatening situations.
5. Necessity for frequent sitting for extended periods of time.
6. Exposure to close contact with computer monitors.

CAUSE FOR REMOVAL:

The incumbent may be removed with or without personal fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular duties and tasks are among the major reasons for job removal without fault. Failures to uphold the mission of the Department, committing gross acts of disloyalty, and not complying with preconditions for original employment are major reasons for termination with fault. Requiring excessive amounts of supervisory counseling and/or remedial training are among the major reasons for termination with or without fault.

SIGNATURES:

Incumbent

City Manager

Court Administrator

Date