



City of Umatilla

INTERNAL RECRUITMENT POSTING

The City of Umatilla is recruiting internally for a full time Court Clerk. This position requires a high school diploma or GED, four years administrative or clerical experience providing direct customer service to the public, including at least two years of experience in receipting funds, making change and balancing a till, or any equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential duties and responsibilities of the position. The position requires a knowledge of computers and common software operation. Must have a valid driver's license or have ability to acquire. Salary \$41,502-\$52,954/yr. DOQ plus excellent benefits. City is asking applicants to turn in a cover letter and resume. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6th St., Umatilla, OR 97882 or turned in directly to the Finance & Administrative Services Director. Closing date: September 27, 2019. EOE/AA.



City of Umatilla

Job Title:	Court Clerk	Job Category:	Non-Union; Non-Exempt
Department/ Group:	Finance & Administrative Services	Pay Grade:	C on Resolution No. 47- 2019
Location:	City Hall	Reports to:	Finance and Administrative Services Director
HR Contact:	Finance & Administrative Services Director	Position Type:	Full Time
Supervision:	<p>Exercised: None</p> <p>Received: Works under the direction of the Finance and Administrative Services Director. Will also receive instructions from the Municipal Court Judge.</p>		
Minimum Qualifications:			
<ul style="list-style-type: none"> • High school diploma or GED equivalent. • Minimum of four (4) years administrative or clerical experience providing direct customer service to the public, including at least two (2) years of experience in receipting funds, making change and balancing a cash till. • Possess and maintain a valid driver's License with an acceptable driving record. • Must pass a background check and be bondable. 			
Job Description			
GENERAL PURPOSE			
<p>Under general direction of the Finance and Administrative Services Director, provides general clerical and office administration in support of the municipal court function. This position requires public relations involvement, some independent judgment and organization skills.</p>			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Provide accurate information and assistance to all levels of court customers. • Receive and enter new citations into court software program. • Receive, process, and schedule motions/hearings/dockets. Process appeals, legal documents, citations, various reports, and work with the City Recorder to process Public Records requests. • Provide customer service over the telephone, at the counter, or through correspondence. Responsibilities include maintaining confidentiality, tact and providing accurate information to the public, defendants, attorneys and other agencies about Municipal Court policies, procedures, and schedules. • Respond to telephone and counter inquiries, sort and route documents, and initiate correspondence responding to court-related inquiry or requested information. 			

- Receive payment of court fines, bail penalty assessments and fees; record and receipt payments according to established City procedures.
- Reconcile and balance daily receipts, including credit card payments.
- Assist in the scheduling and coordination of trials.
- Assist in the scheduling and coordination of weddings.
- Arrange for timely payment of fines, monitor payments and take appropriate action for delinquent payments in accordance with City policy, including preparing warrants or suspensions for Municipal Judge approval.
- Monitor case dispositions for compliance with court orders.
- Perform electronic filing of all papers, dockets, case files and case-related correspondence. Retrieve documents as necessary.
- Process and forward traffic infraction dispositions to the Oregon Department of Motor Vehicles.
- Prepare month-end reconciliation reports and monthly payment distributions to the Oregon Department of Revenue and Umatilla County.

This list is illustrative only and not intended to specify every duty and job responsibility.

PREFERRED SKILLS

ABILITY TO:

- Perform a wide variety of complex court-related clerical duties accurately.
- Deal effectively with defendants and the public in high-stress situations.
- Process arrest warrants accurately and in accordance with the law.
- Communicate effectively both orally and in writing.
- Maintain accurate records.
- Establish and maintain cooperative and effective working relationships with others.
- Process required paperwork timely with a high level of accuracy

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of Caselle government accounting software.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis, manual

dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Occasional overtime is required with occasional work on nights and weekends.

Reviewed By:	Dave Stockdale, City Manager	Date:	September 18, 2019
Approved By:	Dave Stockdale, City Manager	Date:	September 18, 2019
Last Updated By:	Melissa Ince, Finance & Administrative Services Director	Date/Time:	September 18, 2019



David Stockdale
City Manager