

**CITY OF DADEVILLE
JOB OPENING
POSTED: WEDNESDAY, JULY 27, 2022**

**THE CITY OF DADEVILLE IS TAKING APPLICATIONS FOR THE FOLLOWING:
COURT CLERK (FULL-TIME), STARTING PAY \$14.25 PER HOUR**

JOB DEFINITION

This is a specialized complex administrative work involving the operation of the municipal court. Employee must perform complex clerical and court related duties. Employee must take responsibility for making independent decisions based on experience and knowledge of court operations, municipal ordinances and State law. The court clerk shall be an officer of the court tasked with providing clerical and administrative support to the municipal judge. The court clerk shall answer directly to the municipal judge.

EDUCATION / QUALIFICATIONS / EXPERIENCE

- ❖ High school diploma or GED equivalent.
- ❖ A minimum of 2 years of court clerk and/or office administration is desired.
- ❖ Must be able to pass a background check and drug test.
- ❖ Must be willing to travel for additional training and education to obtain certification in court clerk administration.

ESSENTIAL FUNCTIONS

- ❖ The court clerk with the approval of the municipal judge shall perform any duty outlined in Alabama Rules of Judicial Administration Rule.
- ❖ Perform administrative and clerical support to the municipal judge.
- ❖ Enter cases into municipal court software for both traffic and non-traffic violations; assign case number; print computer generated case action summary sheets.
- ❖ Attach all documentation to specific cases and file according to last name and court date.
- ❖ Scan all documents into municipal court software.
- ❖ Enter court dispositions into the computer software after judgement is made.
- ❖ Solicit certified reports from other courts to obtain proper adjudication; maintain official court records and files as required.
- ❖ Accept payments and issue receipts for fines and court cost for municipal traffic and non-traffic violations.
- ❖ Prepare and verify dockets for municipal court sessions.
- ❖ Maintain an accurate balanced cash drawer; reconcile court bank statements; and disburse monthly payments and reports.
- ❖ Perform miscellaneous duties as assigned or required, including cross-training in various duties as a back-up to utility clerks and accounts payable clerk.

KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Considerable knowledge of laws, rules, regulations and procedures governing the legal process related to court administration.
- ❖ Considerable knowledge of legal terminology, documents and the laws, rules and regulations governing the filing and recording of legal instruments.
- ❖ Considerable knowledge of municipal ordinance.
- ❖ Skill to confer with attorneys and other interested parties in regard to rules and procedures.
- ❖ Skill in dealing with public and preparing correspondence concerning operation of the municipal court.
- ❖ Ability to express ideas clearly and concisely both orally and in writing.
- ❖ Ability to establish and maintain effective working relationships with attorneys, city employees, supervisors and the general public.

APPLICATION CAN BE PICKED UP AT DADEVILLE CITY HALL or FROM THE CITY WEBSITE

**www.cityofdadevilleal.org
265 N BROADNAX STREET
DADEVILLE, AL 36853**

Phone: 256-825-9242, Fax: 256-825-9291

DEADLINE FOR APPLICATION: WEDNESDAY, AUGUST 17, 2022 – 3:00 P.M.

**THE CITY OF DADEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER
POSTED: CITY HALL BULLETIN BOARD, CITY WEBSITE, PUBLIC LIBRARY, COURTHOUSE**