

97-22
CA-1

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached revised class specification which changes the title and all references therein from *Justice Court Clerk* to *Municipal Court Clerk*.

Subsequent to the passage of Proposition 191 in the November, 1994 California General Election, the name of the Justice Court was changed to Municipal Court. This requested change in the class specification is for clean up purposes only and is intended to avoid any confusion between the name of the court and its assigned staff.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 97-22 Ord. No. _____
Vote - Ayes: 3 Noes: _____
Absent: _____ Abstained: _____
Approved () Denied
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
Comment: _____
A.O. Initials: *JG*

MARIPOSA COUNTY

JOB TITLE: MUNICIPAL COURT CLERK

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To coordinate the Municipal Court office; to supervise the Municipal Court staff; to assist the Municipal Court staff with the more difficult and complex court-related problems and to perform a variety of specialized duties in the Municipal Court. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this class assign, coordinate, supervise, and formally evaluate the work of others. This job class requires in-depth knowledge of laws, rules, regulations, policies and procedures regarding the functioning of the Municipal Court. Employees work independently and exercise a high degree of independent judgment in the performance of their duties.

SUPERVISOR: Municipal Court Judge.

TYPICAL DUTIES:

- Supervises the work of the Municipal Court office including interviewing applicants, training new employees, and answering complex procedural questions
- Maintain, compile, and prepares court calendar within time restrictions
- Compiles, prepares, and types figures for yearly budget
- Reviews quarterly computer print-outs ensuring proper accountability of funds
- Calculates, verifies, approves, and assigns payments and account numbers for billings
- Prepares new filings regarding motor vehicles including receiving tickets from issuing agency, checking information, assigning case numbers, typing docket and processing for appropriate disposition
- Computes bails and records information
- Administers oaths
- Processes new criminal filings including assigning case number, preparing folder, assigning court date, filing bail bond and ensuring documents and information are accurate

MARIPOSA: Municipal Court Clerk

TYPICAL DUTIES (Cont'd):

- Documents proceedings in the courtroom and prepares related documents
- Completes court minutes, hold notices, enters fines, and types and processes a variety of documents, cards and records following the court proceedings
- Examines and processes documents for defaults and civil and unlawful detainer actions
- Prepares and processes a variety of financial records and reports
- Responds to a variety of inquiries by telephone and in person regarding citations, criminal actions, civil and small claims cases
- Schedules appointments of substitute judges
- Orders and maintains office supplies and equipment
- Performs a variety of specialized duties in the Municipal Court in the preparing, processing and computing of fines, payments, records, legal documents, and reports
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- principles of supervision and training.
- proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing.
- correct English usage, spelling, grammar, and punctuation.
- financial record keeping methods and practices.
- legal processes and procedures of the Municipal Court.
- Code of civil procedures, Penal code and other laws, codes and statutes related to Court proceedings.

Mariposa: Municipal Court Clerk

Ability to:

- supervise and train others.
- maintain accurate records, schedules and files.
- perform arithmetical calculations with speed and accuracy.
- type accurately at a rate required for successful job performance and operate a computer terminal.
- transcribe dictation with speed and accuracy.
- maintain accurate records of court proceedings.
- process court-related documents.
- compute bail from bail schedule.
- understand and execute written and oral instructions.
- communicate effectively in both oral and written forms.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS:

Equivalent to graduation from high school and at least four years of responsible clerical experience at least two years of which shall have been equivalent to the level of a Court Clerk II position.

MuniCtClk.frm
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Revised: 1/97 - B/S 97-22