



## Position Announcement

The City of Hermiston is seeking a

## Municipal Court Clerk

Application Deadline:

February 24, 2023

The City of Hermiston is currently accepting applications for the position of Municipal Court Clerk, salary range is \$49,392 - \$60,084 per year. The City of Hermiston offers a robust benefit package that includes; medical, dental, vision and life insurance, access to an employee assistance program, PERS retirement, paid holidays, vacation and sick leave.

This position performs clerical, technical and administrative duties related to the operations of the municipal court which includes preparing warrants and orders for the Judge, maintenance of court records, coordination of court docket and proceedings, assisting the Judge in the courtroom, and assisting with jury selection procedure. Responsible for performing a variety of clerical and administrative functions in support of the municipal court. This position requires being detail-oriented in maintaining and establishing court records, working diligently with frequent interruptions, and dealing tactfully with the public in stressful situations.

This position requires a high school diploma or equivalency; an Associates or Bachelor's degree in court administration is preferred. One-year responsible clerical/secretarial experience, preferably with court exposure sufficient to demonstrate a knowledge of court procedures; OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position, is required. Bilingual preferred.

The full description of duties and application packet can be obtained online at <https://hermiston.or.us/job-openings>.

Interested candidates must submit a City of Hermiston Employment Application, and resume, include verifiable work experience and proof of certifications, to the City of Hermiston, 180 NE 2<sup>nd</sup> Street, Hermiston, OR 97838 or via email to: [cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us)

### Our Vision

A COMMUNITY WHERE FRIENDLINESS AND OPPORTUNITY ABOUND.

Welcome to Hermiston. Where life is sweet and our future is sweeter. In 2040, Hermiston is a community where everyone is welcome – whether you're visiting or looking for a place to call home, we provide a safe, beautiful, and close-knit community where neighbors help one another, and friendliness and opportunity abound. From a booming economy to recreational amenities, we have big city services rooted in small-town values.

### Hermiston Values

#### Hermiston Values Fiscal Prudence

We are responsible stewards of the City's financial resources and exercise discretion in decision-making.

**Engagement** We facilitate constructive relationships between the City and constituents to build trust and support equitable and sustainable decision-making.

**Inclusive** We are committed to building an inclusive environment that values and respects the contributions of all people.

**Partnerships** We collaborate with community organizations to leverage expertise and resources to best serve the public.

**Livability** We promote diverse housing options, convenient and accessible community assets, a healthy environment, and high-quality education



Where Life is Sweet



Where Life is Sweet

## City of Hermiston, Oregon Position Description

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**Job Title:** Municipal Court Clerk

**Department:** Municipal Court

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### **General Statement of Responsibilities**

Performs clerical, technical, and administrative duties related to the operations of the municipal court which includes preparing warrants and orders for the Judge, maintenance of court records, coordination of court docket and proceedings, assisting the Judge in the courtroom, and assisting with jury selection procedure. Responsible for performing a variety of clerical and administrative functions in support of the municipal court.

### **Supervision Received**

Works under the general supervision of the Court Administrator and under guidance of the Municipal Judge. Works with considerable independence and is frequently required to interpret governing regulations, policies, and procedures.

### **Supervision Exercised**

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

### **Examples of Duties - Essential Functions**

1. Answers inquiries from the public in person, over the telephone or in writing, regarding cases, court dates, amounts owed on cases, jury duty, requests for records and related court matters.
2. Accepts and process cash, check, and card payments. Balances cash drawer at the end of each day.
3. Reviews documents and filings for accuracy.
4. Performs detailed data entry for entering traffic citations, city ordinance violations citations, and criminal cases.
5. Receive served warrants from Police Department and process for the next appropriate hearing.
6. Enter sentences, convictions, fines/fees, and courtroom notes for court hearings.
7. Prepares and submits dispositions for OSP/FBI criminal history.
8. Maintains court docket and prepare court files for the Judge prior to scheduled court hearing.
9. Prepares arrest warrants and orders for the Judge.
10. Maintains professional communication with the public, attorneys, police officers, and jail deputies.

11. Monitors and reviews probation files for compliance with court orders and prepares appropriate documents for the Judge's signature.
12. Prepares judgments and applicable driver license suspension or reinstatement on traffic citations and sends to Department of Motor Vehicles.
13. Serves as bailiff or court clerk for jury trials.
14. Accepts pleas and establishes fines/fees in accordance with established guidelines of the court.
15. Runs LEDS driver's license checks.

### **Screening Criteria**

#### **Education and Experience:**

- A High School Diploma or equivalency; An Associate's or Bachelor's Degree in court administration preferred;
- AND at least three-years responsible clerical/secretarial experience, preferably with court exposure sufficient to demonstrate a knowledge of court procedures;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record are required. LEDS certification within 30 days of hire.

**Knowledge of:** Considerable knowledge of court procedures and functions, case management systems, filing systems, business and legal English, grammar and spelling, general office practices and procedures, and record keeping practices. Extensive knowledge of a variety of microcomputer applications in a network or non-network environment, including software programs, internet, and LEDS resources and systems. Knowledge of record keeping; state, federal and local laws and regulations pertaining to areas of responsibility.

**Skills:** Excellent oral and written communication skills. Detailed data entry skills. The operation of standard office equipment, including the operation of a computer to update/access files, word processing, and typing.

**Ability to:** Organize, direct, and administer municipal court operations; establish and maintain effective working relationships with peers, supervisors, volunteers, the general public, and other departments; deal tactfully with elected officials and the general public in stressful situations; organize, file documents and case records; work independently; develop ideas and communicate effectively both orally and in writing; deal effectively with frequent interruptions; knowledge of governing laws, codes, and regulations; maintain confidential information; accurately record and receipt varying sums of money.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones; and while moving equipment and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. frequently, 5-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

**Working Conditions:** *The work environment characteristics described here are representative of those an 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.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate.

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