



Date Approved: 09/21/05

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## COURT CLERK

**Position Summary:** Under general supervision, provides administrative support to the Municipal Court of the Town of Edgewood. This is a part-time position, averaging 10-15 hours per week, as assigned.

**Essential Job Functions;** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides information and technical guidance to the public regarding court procedures, official information resources and the use and completion of various forms and documents.
- Schedules hearings; notifies defendants and witnesses of court appearance dates; prepares court documents and court reports; prepares documents for use by the Municipal Judge during court sessions.
- Gathers information from documents and communicates with other Town offices or external agencies; enters and retrieves data from automated systems.
- Maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Receives and maintains records of payment to the court; arranges payment schedules as directed by the court; distributes fees received; reconciles cash with records and makes deposits of money received; processes accounts payable; maintains records of expenditures and reconciles financial reports.
- Processes mail and performs miscellaneous filing and document searches.
- Performs other work-related assignments as required.

### **Required Knowledge and Skills:**

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Skill in performing research and logically organizing information.

- Skill in following and effectively communicating verbal and written instructions.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in operating a personal computer and software applications.

**Preferred Knowledge and Skills:**

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of legal office principles, practices and terminology.
- Skill in understanding and applying laws, rules, codes, regulations and procedures.

**MINIMUM QUALIFICATIONS**

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate
- Three (3) years' administrative office experience
- Two (2) years' experience in a legal office environment.
- Notary Public or must obtain within six (6) months of employment
- Possession of valid State of New Mexico Driver's license
- Must be bondable and insurable

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment;
- Work requires regular and punctual attendance as well as attendance at Court sessions subject to the Judge's schedule and may be outside the normal work schedule;
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds;
- Work requires ability to speak, hear, touch, and see.

**Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.