

## **COURT CLERK/MAGISTRATE**

### **NATURE OF WORK**

This is advanced clerical work in the operation of the Municipal Court system. The incumbent is responsible for supervising the preparation and scheduling of cases to be tried, the issuance of warrants and the collection of revenues from fines and court costs. Work is performed under the supervision of the Municipal Judge within the guidelines established by the Administrative Office of Courts.

### **EXAMPLES OF WORK PERFORMED**

Hear complaints from citizens and charges brought by law enforcement officials and determine probable cause; take complainant's sworn affidavit; draft and issue arrest warrants citing pertinent section of code; record and process warrants. Grant bail in minor misdemeanors. Receive guilty pleas in minor misdemeanors where a schedule of fines has been prescribed by rule. Prepare dockets and applicable documents for court in an accurate manner so not to create unnecessary continuances of cases. Process trials to include issuing subpoenas to witnesses, determining and acquiring all official documents necessary for court. Write commitment orders as stipulated by judge and computes jail time to include credit for days served. Courtroom duties which include calling the docket, recording case adjudications and assisting the judge. Take payments during court. Post payments received by the City Clerk's office and reconcile hand and computer receipt numbers. Maintain accounts receivable ledger. Enter court records data from source documents into court's computer system. Maintain official court records and documents following court rules, regulations and procedures and state and municipal government laws and ordinances in order to ensure operations are within the guidelines established. Prepare reports of court activities such as revenue, number of cases, warrants and related statistical data. Perform any other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skill and Abilities**

Knowledge in the procedures and practices of municipal court or law enforcement. Basic knowledge of accounting practices and principals and computer programs and operation. Considerable knowledge of state laws and municipal ordinances. Skill in oral and written communication to include clarity and conciseness. Ability to exercise good judgment and discretion. Ability to maintain accurate records and prepare records including financial, statistical and other data as needed to complete daily, monthly and annual reports to be submitted to various city and state agencies. Ability to establish and maintain effective working relationships with the judge, prosecutors, public defendants, other attorneys, city employees, officials and the public to

include maintaining a positive image for the Judicial Department as needed to respond to inquires or complaints. Skill in reading at a level to comprehend text such as Code of Alabama, City Codes, Alabama Rules of the Court, legal documents, department reports, and other complex laws, court decisions and legal opinions as needed to ensure compliance with laws and procedures, provide information to judges, the public and others, identify fines and to ensure correct fines are charged.

### **QUALIFICATIONS**

Graduation from high school or GED with at least four (4) years responsible experience in a clerical field.

### **NECESSARY SPECIAL REQUIREMENT**

Must be able to successfully complete the Alabama Court Clerks and Magistrates Association Certification program within two (2) years of appointment. Maintain Certification. Ability to work overtime and weekends in order to attend court and/or sign warrants if needed. Also be able to work awkward shifts and on-call. Able to respond to short notices for work outside normal scheduled work time. Ability to be bonded and qualify as a notary public. Be able to certify to and meet all of the following requirements established by law for public officers, designated in number (1) through (7) below, and be neutral and detached from law enforcement as mandated by decisions of the U.S. Supreme Court designated in numbers (8) through (10) below:

- (1) Is a resident of the State of Alabama,
- (2) Is a qualified elector (must be 18 years of age) of the State of Alabama,
- (3) Has never been convicted of treason, embezzlement of public funds, malfeasance in office larceny, bribery, perjury or any other crime punishable by imprisonment in the state or federal penitentiary, or, if the person has been convicted of one of the above offenses he/she has had his civil and political rights restored by pardon;
- (4) Has never been adjudicated to be an idiot or insane;
- (5) Does not have any unpaid judgment against him/her for any moneys received by him/her in any official capacity due to the United States, this State, or any County or Municipality thereof;
- (6) Is not a soldier, seaman, or marine in the regular army or navy of the United States; and
- (7) Does not hold an office of profit under the United States or under this state;  
NEUTRAL AND DETACHED REQUIREMENT;
- (8) Is not affiliated with prosecution and police in any manner;
- (9) Is not in any way assigned to police and subject to the supervision of the Chief of Police, prosecutor, etc.; and
- (10) Is not connected with law enforcement activities in any way.