

TOWNSHIP OF ROXBURY
Municipal Court

Department: Municipal Court

Position: Administrative Asst/Clerk 2/Violations Clerk

Salary: \$31,200.00

Available: December 18, 2018

Hours: 35 hour work week

Requirements: See Listed Below Job Requirements

Distinguishing Features

- Performs a variety of routine and complex clerical and computer work. Knowledge in State Automated Traffic and Criminal System (ATS/ACS) a plus. While performing the duties of this job, the employee is required to use a personal computer and be proficient in Microsoft Office. Must abide by Judiciary Code of Conduct per Administrative Office of the Court (AOC).

Supervision Received

- Works under the close supervision of the Court Administrator; Deputies and Judge

Illustrative Examples

- Performs routine clerical work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.
- Receives, distributes and processes mail.
- Enter data in ATS/ACS.
- Court dispositions in ATS/ACS.
- Filing of traffic and criminal matters.
- Set up time-payment accounts.
- Printing notices in RMDS – Daily – Weekly – Monthly.
- Responds to counter, telephone and written inquiries.
- Process DWI, SLAP, Community Service/Probation orders, form letters, memorandums, other correspondence using Microsoft Word.
- Processes payments, takes bail, post and reconcile cashbook daily, covers Violation Window.
- Responds promptly to customer needs and inquiries. Able to manage difficult or emotional customers and/or situations, and be able to ask for Supervisory Assistance immediately as occasion arises.
- Follows municipal court policies and procedures per the Administrative Office of the Court and their Judiciary Code of Conduct.

Desirable Knowledge, Skill and Ability

- Knowledge of municipal court procedures and equipment
- Skill in the use ATS/ACS – Automated Traffic & Criminal system
- Ability to follow oral and written instructions.
- Ability to effectively present information to customers, clients, and other employees.

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- Skill in the use of Microsoft Office – Word – Excel – Outlook.
- Ability to maintain pleasant working relationship with co-workers, attorneys, prosecutors, litigants, and superiors.
- Uses time efficiently. Meets productivity standards. Works quickly and efficiently, completes tasks correctly and in a timely fashion.
- Ability to approach others in a tactful manner. Treats others with respect and consideration.
- Attendance/Punctuality - Is consistently at work and on time.
- Ability to perform multiple tasks simultaneously.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform 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 job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Selection Guidelines

- Formal Application
- Criminal Background Check, Credit Check, and Drug Test
- Oral Interview with Ct. Admin. Judge and/or Township Manager
- Job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.