



Job Title:	Municipal Court Chief Clerk	FLSA:	Non-Exempt
Department/Div:	Municipal Court	EEO-4 Code:	Other
Reports to:	Assistant City Manager	Date:	08/28/2024
Supervises:	Assistant Court Clerk		
Pay Range:	\$24.73 - \$31.82		

JOB SUMMARY

This position is responsible for handling traffic offenses, local ordinance violations, issuing warrants, and hearing misdemeanor cases; maintaining the budget and policies listed for the Municipal Court; and being a supervisor and maintaining the order of the Municipal Courtroom.

MAJOR DUTIES

1. Oversees all court operations on a day-to-day basis.
2. Conducts employee evaluations.
3. Trains new employees.
4. Preserves all monthly reports and court calendars.
5. Provides complex and confidential support to the presiding Judge with a high degree of independence.
6. Prepares monthly and annual reports to disburse to state agencies.
7. Schedules court dates and assembles court docket and ensures all paperwork is complete.
8. Ensures that all employees follow policies and procedures.
9. Hires, terminates, and provides disciplinary recommendations.
10. Assists court clerk staff with daily assignments.
11. Interacts with executive level management from other courts, public and private organizations and entities, city staff, and general public.
12. Prepares legal documents and responses as directed by the Judge.
13. Attends meetings and takes minutes; represents and supports Presiding Judge and Court Administrator to the public via telephone and personal contact.
14. Assists with budget preparations and administrations; prepares cost estimates for budget recommendations; submit justifications for budget items; and monitors and control expenditures.
15. Ensures that all active and inactive cases are properly created, processed, and secured in accordance with Georgia Supreme Court Case Processing Standards.
16. Provides complex, specialized administrative support in assigned area of responsibility, including processing timesheets, maintaining policy and procedure manuals, and/or other related documents, manage and maintain filing system and related confidential employee information.
17. Responds to sensitive request for information and assistance; provides information regarding applicable rules, policies, and regulations; resolves citizens' concerns and complaints, refers inquires as appropriate.
18. Evaluates and recommends new and innovative procedures to improve efficiency while complying with legal requirements and/or organizational policies and procedures.
19. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of municipal court policies, procedures, and judicial employee code of conduct.
2. Knowledge of supervisory principles, management, and accounting practices and procedures and basic budgeting principles.
3. Knowledge of court management systems and programs.
4. Knowledge of court procedure, statutes and rules of court, rules, and procedures, of courtroom decorum and functions.
5. Knowledge of principles and practices of legal terminology, legal research, and legal document processing.
6. Knowledge of modern office procedures and practices.
7. Knowledge of filing procedures and practices.
8. Knowledge of procedures, practices and regulatory requirements, duties, and responsibilities for area of assignment.
9. Knowledge of recordkeeping principles.
10. Knowledge of municipal court operations and the role of municipal courts in the American constitution system of government.
11. Knowledge of data collection and analysis techniques.
12. Knowledge of project management principles and practices.
13. Knowledge of travel industry procedures and purchase principles.
14. Knowledge of calendar management principles and practices.
15. Knowledge of computers and job-related software programs.
16. Skills in oral and written communication.

SUPERVISORY CONTROLS

The Municipal Court Judge assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state laws, local ordinances, and court rules and regulations and Judge's orders. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and technical duties. Constant interruptions, time sensitive duties, and maintaining workload contributes to the complexity of the position.
- The purpose of this position is to handle traffic offenses, local ordinance violations, issue warrants, and hears misdemeanor cases; maintains the budget and policies listed for the Municipal Court; and being a supervisor and maintaining the order of the Municipal Courtroom. Success in this position contributes to a large financial contribution to the Municipal Court and the City of Brunswick as a whole.

CONTACTS

- Contacts are typically with City Solicitor, Chief Municipal Judge, Brunswick Police Department, Glynn County Sheriff's Department, State Court, Code Enforcement, CSRA Probation, Hospital Security, Glynn County SROs, attorneys, Felony Probation, detectives, City Marshall, GBI, and FBI.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table intermittently sitting, standing, walking, bending, crouching, or stooping. The employee uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office or a noisy place.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other

employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years, or any equivalent combination of education, experience, training which provides the knowledge, skills, and abilities to perform the work.
- Possession of or ability to readily obtain and maintain GCIC/NCIC certification.
- Possession of or ability to readily obtain and maintain Deputy Court Clerk Certification
- Possession of or ability to readily obtain and maintain Chief Clerk Certification.
- Professional Court Clerks Association

The City of Brunswick is an Equal Opportunity and E-Verify employer.