

Village of Cimarron

Job Description

Municipal Court Clerk

CLASSIFICATION: Employee shall work 28 hours per week. Per the Court's regular hours of operation, work shall be performed Monday through Thursday from 9:00 a.m. to 4:00 p.m. There may be times where the employee may have to work on a Friday.

SALARY: This position pays \$10.00 per hour, without benefits.

DUTIES:

- Using Caselle to docket and file all Municipal Court cases.
- Scheduling, tracking, preparing and being present at all court hearings involving Municipal Court cases.
- Entering and posting all traffic citations and criminal complaints.
- Posting receipts for traffic citations and criminal complaints.
- Preparing bench warrants.
- Filling out and mailing in Abstracts.
- Attending all required school and training.
- Sending out delinquent notices for unpaid fines and preparing suspensions of driver's licenses.
- Prepare monthly Court Report to the Village and distributes funds to appropriate agencies and institutions.
- Assist the public with any administrative questions or issues regarding court procedure.
- Handle correspondence with the public, governmental agencies, and attorneys.
- Administer any and all other duties as instructed by the Municipal Court Judge.

Supervisor: Municipal Court Judge

Posted this 14th day of February, 2017. Job will be open until filled.

I hereby certify that this notice was posted at the following locations this 14th day of February, 2017.

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| 1. Russell's One Stop | 7. Village Hall |
| 2. Russell's Sundries | 8. Cimarron Senior Center |
| 3. International Bank | 9. Northern Regional Housing Authority |
| 4. United States Post Office | 10. The Kit Restaurant |
| 5. Cree Mee Drive In | 11. Russell's Laundry Mat |
| 6. Cimarron Healthcare Clinic | 12. Cimarron Library |


Matthew E. Gonzales, Village Administrator