

JOB DESCRIPTION

Position Title: Court Clerk/ Alternative Municipal Judge

Department: Police Department

Supervised by: Mayor

General Description of Work

This position is responsible for the operation of the Romney City Police Department and its services inclusive of day to day office procedures. Must represent office in a professional capacity and assume confidentiality in all matters. Executes duties and responsibilities with appropriate supervision and direction from the Chief of Police.

Duties

Duties may include but are not limited to:

- Any and all paperwork associated with citations, warnings, and parking citations
- Complete regularly recurring reports and standard letters
- Collect and report moneys following auditing standards
- Deposit making
- Maintain office files, both physical and electronic, if needed
- Assisting officers with the typing of Criminal Complaints/Investigation Reports/Statements
- Typing of monthly schedules and faxing copy to County
- Transfer criminal and civil appeals to Superior Court
- Typing of overtime sheets and calculating time cards each pay
- Review incoming mail and refer to appropriate person
- Record checks
- Any ordering of supplies
- Printing off duty logs each morning
- Taking, referring, and handling incoming messages
- Prepare weekly court calendars for hearings
- Prepare warrants of arrest, summons, and subpoenas
- Any and all other duties and responsibilities as assigned by Mayor

Skills, Knowledge, and Abilities

Possesses knowledge of municipal laws, ordinances, court rules, legal procedures, and terminology. Excellent communications skills both oral and written. Ability to use tact, discretion, and courtesy in dealing with general public. Ability to step in as acting Municipal Judge in the absence of the Municipal Judge. Ability to establish and maintain effective professional relationship with coworkers, the governing body, other agencies, and the general public.

Education

Yearly Municipal Court Clerk/Judge training through the West Virginia Municipal League. Any other training necessary for day to day operations.

Possess a valid Drivers License. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____