



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE: August 9, 2022**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Court Clerk I

**PAY RATE:** \$11.50

**DEPARTMENT:** Judicial

### **SUMMARY**

Performs under the general supervision of the Court Administrator and the Municipal Court Judge. The Court Clerk I perform specialized clerical, technical, and analytical duties of a varied nature, involved in case processing, file maintenance, case management and the clerical business of the court. Instruction is received on new projects. Generally works with some independence using discretion and judgment in completing duties. Works with highly confidential information in which practice is to comply with policy.

### **DUTIES AND RESPONSIBILITIES**

- Provides assistance to the general public; answers, screens and routes telephone calls; directs persons to appropriate court or office; answer questions regarding filing fees, status of cases, case numbers, and docketing.
- Schedules defendants for arraignment hearing and assist with citation issues.
- Generates legal documents such as summons, court orders, subpoenas and files and mails to interested parties.
- Receipts fines, court fees and money paid to the court; verifies amounts, notes if bonds can be accepted by the court, are documented and have appropriate signatures; issues receipts and ensure all receipts are docketed appropriately.
- Performs end of the day reconciliation in regards to daily receipts.
- Responsible for depositing daily receipts on a daily basis.
- Generates documents pertaining to adjudication on cases as required by rules.
- Submits required abstracts for all cases as required by the state Motor Vehicle Division.
- Performs record checks as required for all agencies and individuals making request.
- Closes cases according to established procedures.
- Responsible for back-up of files on computer software and related trouble-shooting problems.
- Tracks open cases to ensure actions required by rules, statues or regulations are taken within required deadlines in regards to suspending license and issues orders to show cause.
- Must ensure court defendant files are updated as needed to maintain current addresses for collection of monies or for contacting persons failing to appear in court.
- Receives and files legal documents received for court cases.
- Performs other duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

- One year completion post secondary education.
- One year of clerical and administrative support work in a high volume environment with public contact or customer service work and the application of complex policies and procedures, preferably in a court setting or legal office.

### **PREFERRED JOB QUALIFICATIONS**

- One year of law enforcement background or experience as a safety officer or similar field.
- Bilingual

### **EMPLOYMENT REQUIREMENTS**

- High School Diploma or GED equivalent.
- Must possess and maintain an insurable New Mexico Class D Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to use proper English, grammar, vocabulary and spelling; willing to learn court related terminology and concepts such as types of pleadings, dockets, summons, subpoenas, and bench warrants; and case management software and data entry paths.
- Ability to type accurately at a reasonable rate of speed.
- Ability to operate a computer and standard office software and equipment.
- Ability to organize and prioritize work and maintain accurate and orderly records and files.
- Ability to maintain work standards of courtesy, confidentiality; accuracy of completeness which meeting such challenges as frequent interruptions, changing priorities and a high volume work load.
- Ability to provide a high level of customer service.
- Ability to demonstrate interpersonal skills and tact when dealing with clients; other organizations and general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to acquire knowledge on security methods.
- Knowledge of generally accepted office practices, procedures and equipment.
- Knowledge of basic mathematics and cash receipting procedures.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed primarily in an office setting; work surface is on even, flat, hard and/or carpeted areas.
- May be required to work in confined spaces and/or cramped body positions.
- Some travel may be required.
- Occasionally, evening and weekend work may be required in order to meet deadlines.
- Frequently required to walk, stand, bend, squat, twist, stoop or kneel.
- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.
- Occasionally will lift and/or move, push or pull up to 40 pounds.
- Regularly required to reach above the head, reach forward using one or both arms.
- Exposure to moderate noise level.
- Exposure to unpleasant, hostile or violent situations that arise when dealing with individuals involved in court cases.
- Regularly interact positively with co-workers and the public and meet multiple demands from several people.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

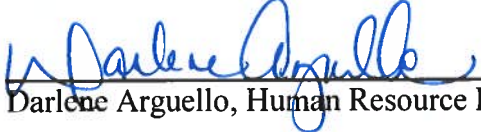
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
Leo Maestas, City Manager

  
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