

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Lori Dahlhauser

Work Phone: (608) 264-9282

2. Class Title (i.e. payroll title):

Judicial Support Clerk 1

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Christie Zamber

Work Phone: (608) 264-9282

5. Department, Division & Section:

Municipal Court

6. Work Address:

210 Martin Luther King Jr. Blvd., Rm. 203

7. Hours/Week: 38.75

Start time: 8:00 am End time: 4:30 pm

8. Date of hire in this position:

07/06/1999

9. From approximately what date has employee performed the work currently assigned:

06/04/2014

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This is a responsible and specialized position in support of the programs and functions of the Madison Municipal Court, an independent branch of the government operated under the jurisdiction of an elected Municipal Judge. Under the general supervision of the Municipal Judge and the Court Administrator, a Judicial Support Clerk in this class exercises independent judgment, discretion and neutrality within the restrictions required for appropriate court operation.

11. Position Summary:

The work includes performing procedural activities in support of court functions, processing legal records, providing related information to interested parties while maintaining required neutrality and confidentiality and performing general support office functions.

New JSC 1
Position
Description

A Judicial Support Clerk 1 will be eligible for career progression to a Judicial Support Clerk 2 as the required expertise and abilities are established, normally after approximately one year.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

20% A. Pre-Court Duties

1. Electronically import citations to court records management software
2. Receive and document citations and cases and verify jurisdiction and accuracy
3. Verify citations and cases to calendar
4. Prepare calendar for court check-in
5. Mail plea information and hearing notices to parties with proper supporting documentation
6. Schedule and manage hearings and process requests for continuances.

30% B. Post-Court Duties

1. Enter bond forfeit and default dispositions
2. Process court orders from the Municipal Judge
3. Mail judgments to proper parties with proper documentation
4. Prepare, process and electronically transmit court dispositions to the Dept. of Motor Vehicles
5. Maintain accurate court files for all cases and file in appropriate locations

35% C. Receive and Respond to Communications

1. Address inquiries from the public, defendants, attorneys and government agencies concerning court procedures, court dates, dispositions, court orders, monies owed, and other concerns.
2. Receive, refer and/or respond to a large volume of daily telephone calls
3. Respond to in-person contacts
4. Receive, document and respond to correspondence, email and faxes
5. Document pleas, pleadings and motions
6. Draft correspondence

10% D. Supporting Roles

1. Assist during hearings as needed.
2. Maintain knowledge of changing local and state legislation and procedures affecting Municipal Court
3. Attend mandatory City trainings
4. Meet Judicial Education conference and course requirements
- 5.

5% E. Financial

1. Receive and receipt payments of cash, checks, money orders and credit cards in person and by mail
2. Calculate fines and fees
- 3.
- 4.
- 5.

13. Primary knowledge, skills and abilities required:

Working knowledge of general office principles and practices. Knowledge of related legal terminology and its application within a judicial system. Knowledge of computer software applicable to the duties of this position, including word processing, spreadsheet, and court records management software. Ability to communicate effectively, both orally and in writing. Ability to perform basic mathematical calculations. Ability to collect forfeitures and fees and make change accurately. Ability to exercise independent judgment in the application of legal concepts. Ability to perform multiple tasks with constant interruptions. Ability to interact, provide accurate information, and maintain composure with citizens who are often irate, argumentative and emotional, and diffuse potentially hostile situations. Ability to show empathy and compassion in difficult situations while maintaining neutrality and confidentiality. Ability to maintain a high level of accuracy under stressful conditions. Ability to establish and maintain effective and courteous

working relationships with staff. Ability to type 50 words per minute. Ability to maintain adequate attendance. Ability to be bonded, take oath of office, and pass a criminal history check.

14. Special tools and equipment required:

15. Required licenses and/or registration:

16. Physical requirements:

This work is sedentary in nature. The incumbent will be expected to sit or stand for extended periods of time and will be expected to respond to a large number of public contacts in a day.

17. Supervision received (level and type):

Limited

18. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☒ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

☒ I prepared this form and believe that it accurately describes my position.
☒ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).


EMPLOYEE

10/25/22
DATE

20. Supervisor Statement:

☐ I have prepared this form and believe that it accurately describes this position.
☒ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).


SUPERVISOR

10-24-2022
DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.