

CITY OF MADISON POSITION DESCRIPTION

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

Kelly McConnell

Work Phone: (608) 264-9282

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

Judicial Support Clerk 2

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:

08/26/1998

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 more specialized and advanced 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. Perform all of the work of the Judicial Support Clerk 1 with a higher degree of skill, independence and autonomy.

New JSC 2
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
7. Schedule video conferences and hearings, including hybrid hearings
8. Process substitute judge requests and recusals and file with District Court Administrator
9. Process jury demands and appeals for filing to Circuit Court, and process cases after Circuit Court disposition
10. Process and schedule Refusal Hearing requests and requests for judicial review of administrative suspensions.
11. Coordinate interpreters to assist via telephone, video or in-person
12. Process and monitor inspection warrants
13. Review and process subpoenas
14. Calculate filing deadlines
15. Obtain police records, driving abstracts and other supporting documentation
16. Provide appropriate aids and services for individuals with disability or language barriers
17. Arrange for translation of printed materials
18. Process Guardian ad Litem requests
19. Process signature bonds

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 send court dispositions to the Dept. of Motor Vehicles
5. Maintain accurate court files for all cases and file in appropriate locations
6. Notify victims, process requests for restitution and create restitution case in court records management software and monitor for payments or collections
7. Inform public of available resources such as interpreters, community assistance programs, mandatory assessment programs, community service options and lawyer referral service.

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, provide technical support and record and preserve recordings per statutory requirements
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. Work as liason with MMSD regarding truancy and habitual truancy, track cases and compile report.
6. Work as a team member with Restorative Justice and other programs.

7. Prepare summons and plea letters for juvenile court, get reports and process judgments, issue capias and monitor followup actions. Notify victims and/or parents where appropriate.
8. Assist with Victim Impact Panel sessions, track attendance and follow up with compliance or non-compliance penalties
9. Assist with archiving and purging of court records.

5% E. Financial

1. Receive and receipt payments of cash, checks, money orders and credit cards in person or by mail
2. Calculate fines and fees
3. Provide technical support and assist public with online payments
4. Receipt bond payments from Dane County jail
5. Reconcile funds and submit daily deposit
6. Issue and monitor payment plans, community service plans and other specialized financial arrangements.
7. Maintain active collections on all past due forfeitures utilizing appropriate agencies such as the Dept. of Revenue and private collection agencies.
8. Keep current with collection laws and legal practices.
9. Coordinate and update with prosecutor the docketing of judgments in Circuit Court
10. Process and monitor restitution requests and payments
11. Keep current with bankruptcy laws and the impact on court judgments, including processing automatic stays, monitoring cases through discharge, and resuming collections on non-dischargeable debt.
12. Utilize, and maintain authorization for, programs to research sensitive information such as driver's license and social security numbers, and record, maintain, and dispose of such information in a legally authorized manner.

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 work with and maintain confidentiality of sensitive information. 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):

General

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

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

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.