

Dickson Police Department

Court Clerk / Secretary

Qualifications

- High School graduate or equivalent; PLUS
- Must be bondable;
- Must possess a valid Oklahoma Driver's License and maintain a status of insurability
- Must be able to work with confidential matters;
- Has the ability to type with accuracy;
- Contacts with fellow employees and the public are constant and involves communication of complex information requiring tact and diplomacy;
- Works toward Certification as a Court Clerk;
- Must possess the ability to follow and carry out established court procedures;
- Some lifting is required usually up to at least 35 pounds - but may be required to lift up to 50 pounds on occasion;
- Physical requirements include walking, bending, stooping and prolonged sitting
- Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential function

Benefits

- Health Insurance
- Dental Insurance
- Life Insurance
- Accidental Insurance
- Simple IRA
- Vacation Time
- Sick Time

Responsibilities

- Under general supervision, performs clerical and secretarial duties for the Municipal Court; work varies and may require individual judgment within well-defined legal procedures in the preparation of and assembling of documents for the Court
- Prepares various dockets for the Court for Adults or Juveniles;
- Processes Juvenile Court cases under Oklahoma Juvenile procedures;
- Establishes court record files for cases and records disposition of the cases;
- Prepares for forfeiture of bonds;
- Collects court fees, records collections, and keeps records of bond and fee collections;
- Prepares receipts and balances cash drawer;

- Processes mail and correspondence;
- Prepares warrants, processes warrants through the Municipal Judge;
- Will be required to work in Courtroom during court;
- Must be aware of good courtroom etiquette;
- Answers phones and performs other routine secretarial duties as may be assigned;
- Demonstrates experience in spelling and proper use of grammar;
- Other duties as assigned;
- SUPERVISION REQUIRED: Works under general supervision of the Chief of Police.
- SUPERVISION GIVEN: None required.
- May be exposed to irate defendants and/or prisoners;
- Maintains court books properly and in accordance with established procedures and practices for the recording of fines, bonds, and time payments established by the Court;
- Performs other duties as may be directed;
- Employees work in an office environment and use of a desk top computer, adding machine, copier and other office equipment;
- Employee is occasionally required to bend, stoop and twist when maintaining files;

Job description

Description: Application

JOB TITLE: Full Time - Municipal Court Clerk & Chief of Police Secretary

DEPARTMENT: Dickson Police Department

PAY RANGE: Starting pay \$17.00/hour or based on experience

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, performs clerical and secretarial duties for the Municipal Court; work varies and may require individual judgment within well-defined legal procedures...

Applications may be picked up at:

35 Eastgate Loop

Ardmore, Oklahoma 73401

(580) 223-0544

or email a request for application to:

courtclerk@dicksonok.org.