

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Alderman Court Clerk
Job Code	1207
FLSA Status	Non-exempt
Pay Grade	106

GENERAL POSITION SUMMARY

The court clerk will process Alderman Court cases in accordance with court procedures and applicable laws and ordinances.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Reviews legal/court documents for completeness, accuracy and compliance with applicable time limitations, costs and court procedures and determines appropriate procedural requirements for processing.
- Prepares and issues a wide variety of court and legal documents. Research case files, records, databases, and other sources of information to ensure accuracy of case data and resolve discrepancies.
- Enter information into manual or automated systems.
- Prepares and maintains files and records ensuring all required documents are included.
- Schedules trials, arraignments and continuances.
- Responds in person and telephone inquiries regarding court business.
- Compiles data and prepares any reports as needed.
- Receives court fines and issues receipts.
- Performs related work as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent).
- Experience in document processing, which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, track and monitor activities.
- Experience in record keeping.

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- Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
- Must possess maturity, integrity, and the willingness to learn.

OTHER JOB REQUIREMENTS

- Valid Driver's license
- Drug test
- Criminal background check
- Ability to obtain DELJIS certification

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal terminology and court procedures

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			x
Outdoor environment	x		
Street environment (near moving traffic)	x		
Construction site	x		
Clinical health care environment	x		
In the community (homes, businesses, etc.)	x		

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Warehouse environment	x		
Shop environment	x		
Detention center or correctional facility	x		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate			x
Individuals with known violent backgrounds			x
Communicable diseases	x		
Bodily fluids (blood, urine, etc.)	x		
Infectious waste	x		
Extreme cold (<i>below 32 degrees</i>)	x		
Extreme heat (<i>above 100 degrees</i>)	x		
Moving mechanical parts	x		
Risk of electrical shock	x		
Vibration	x		
Fumes or airborne particles	x		
Toxic or caustic chemicals, substances waste	x		
Loud noises (<i>85+ decibels</i>)	x		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time but may walk or stand for brief periods of time.

Date created:	June 6, 2022
Dates revised	