

12/17/09

DL AMENDMENT

**JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA**

MUNICIPAL COURT MAGISTRATE

Approved August 13, 2007 BY CITY COUNCIL
APPROVED 9/17/07 BY CSB

Description

This position will consist of clerical work in the office of the Municipal Court assisting the Municipal Court Clerk/Magistrate in the operation of the Court office. The employee in this position will be expected to learn all functions of the court office and to competently perform same in the absence of the Municipal Court Clerk/Magistrate. This employee will assist in performing court duties in the Municipal Court as defined in state statutes and city ordinances, to include, but not limited to, accurate and timely filing of traffic and misdemeanor cases, issuing arrest warrants, receipting funds, completing reports, assisting in municipal court session, dealing with telephone inquiries and working with the public. This employee will be expected to possess the character and integrity to fulfill the responsibilities of this position while maintaining confidentiality in all situations.

Examples of Work Performed

(All duties listed may not be found in each position, nor does the list include all tasks which may be assigned.)

Processing all traffic and misdemeanor cases for both the Jacksonville Police Department and the Jacksonville State University Police Department.

Collecting payments and issuing receipts of moneys paid for fines and court costs, and making disbursements as required by law.

Issuing arrest warrants for municipal ordinance violations.

Preparing dockets for all municipal court sessions per month.

Preparing daily, monthly and annual reports related to the Municipal Court.

Perform related work assigned by Municipal court Clerk/Magistrate.

Required Knowledge, Skills, and Abilities

Through knowledge of business English, spelling, and arithmetic.

Through knowledge of modern office practices, procedures and equipment; computer experience preferred.

Ability to express oneself, both oral and writing.

Ability to read and comprehend statutes, ordinances, rules and regulations.

Ability to effectively communicate with the public, attorneys, local officials and state officials; deal with public problems courteously and tactfully, even in stressful situations.

Qualifications

Graduation from a standard senior high school with courses of study to include business or office procedures.

Must enroll in the Alabama Municipal Court Clerks and Magistrates certification program within six (6) month of employment.

Must be bondable.

Necessary Special Requirements

Must have the flexibility to travel for professional development and to work non-standard hours as necessary.

Must possess a valid driver's license and a driving record suitable for insurability.

AMENDED BY CITY COUNCIL NOVEMBER 23, 2009 TO REQUIRE VALID DRIVER'S LICENSE ONLY.
(REMOVED STATE OF ALABAMA)

AMENDED BY CSB 12/7/09