

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE	Court Clerk II (2 Positions)	SALARY RANGE:	\$12.100-22.627 (F)
DEPARTMENT	General Government	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	3/16/2018-4/16/2018	POSITION STATUS:	Exempt/Full-Time
SUPERVISOR:	Court Administrator	LOCATION:	Municipal Court

GENERAL DESCRIPTION

The Court Clerk II performs complex and specialized clerical, analytical and paralegal duties involved in case processing, file maintenance, case management and the clerical business of the court. May oversee staff in the absence of the supervisor.

SUPERVISION RECEIVED

Works under the broad policy guidance direction of the Court Administrator.

SUPERVISION EXERCISED

None

NATURE OF WORK

ESSENTIAL FUNCTIONS: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Receives, identifies and processes, both manually and into computerized database, detailed information from cases and other documents.

Opens new cases; accepts filing fees, fines and bonds; and completes necessary paperwork.

Assists the general public, law enforcement officials and attorneys by accepting citations, pleadings, records, transcripts and exhibits; provides information from case files and dockets according to established rules and procedures.

Generates legal documents such as arrest warrants, bond, bench warrants, summons, court orders, subpoenas and notice of trial and mails to interested parties.

Performs cashiering duties. Receipts fines, bonds, court fees and money paid to the court; verifies amounts, notes if bonds can be accepted by the court, are documented and have appropriate signatures; issues receipts and ensures all receipts are docketed appropriately and performs record checks as required. Balances transactions and may make deposits.

Manages method for case management tracking to ensure actions, required by rules, statutes or regulations, are taken within required deadlines. Sets and coordinates trials and dispositional hearings. Notifies interested parties of case settings, the vacating of setting, or settlement.

Tracks open cases to ensure actions required by rules, statutes, or regulations are taken within required deadlines. Maintains statistics on case filings and dispositions. Prepares case management, statistical, and financial reports and submits to appropriate agencies or personnel. May keep tickler files of pending pleadings or actions required in a case.

Processes appellate cases and competency cases in their entirety according to established procedures.

Assists the general public, law enforcement officials and attorneys by accepting pleadings, records, transcripts and exhibits as required; and by providing information from case files and dockets according to established Supreme Court Appellate rules and appellate court procedures.

Prepares case files and materials for submission to appellate judges and justices. Tracks pending decisions and materials filed after submission to ensure their prompt attention by the Court; reviews pleading to verify that the information is complete and correct. Enters information into the manual/automated docketing system.

Provides assistance to the general public: answers, screens and routes telephone calls; directs persons to appropriate court or office; answers questions regarding filing fees, status of cases, case numbers, and docketing; researches case files and provides certifications ranging from criminal charge searches,

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



conviction certificates, affidavits regarding incarceration, employment searches and case statistical information; and verifies the validity of the current order, decree or judgment.

Closes cases according to established procedures. Maintains retention schedule for closed cases and performs required duties for the destruction of files, tapes and exhibits.

May be responsible for computer functions and operations as it relates to case procedures, maintenance, back-up and related trouble-shooting problems.

Responsible for animal cases and for any parking cases where pre-trials and trials are held.
Prepare cases for imaging and microfilm.

Upon completion of Judgment and Sentence of DWI case, receives file and abstract citation and forwards to Motor Vehicle Department within a ten day deadline period. Twice monthly enters judicial findings into data base and submits reports to AOC monthly. Mandatory reporting within ten days of adjudication.

Enters cases; works in court room as court clerk.

Attends Homeless Court. Performs court clerk and bailiff duties.

Attends video arraignments at the county jail. Performs court clerk and bailiff duties.

Provides instruction and training for employees.

Answers, screens and routes telephone calls; directs persons to appropriate court or office and answers questions regarding fees, fines, status of cases, case numbers, docketing; researches case files and provides case statistical information and verifies the validity of judgment and sentences and dismissals.

Responsible for the tracking and completion of community service by defendants that have been sentenced; puts files together and supervises the maintenance of files and other required documentation to implement the most efficient way of tracking the completion of community service by defendants ensuring that appropriate deadlines are met. Keeps record of timesheets of places where community service is performed. Logs in hours into Full Court and upon completion advises Compliance Monitor of completion. If defendant fails to complete community services hours, issues order to show cause and/or bench warrants.

Responsible for the Home Detention Installs Program. Holds interview to obtain pertinent information, i.e. telephone system. Ensures that no internet, call waiting, call forwarding, call blocking features are on defendant's phone line. Advises defendant of requirements of home detention program (i.e., drug and alcohol testing), determines indigency for payment of fees; schedules for install; explains guidelines and obtains signatures and explains responsibilities of equipment and determines daily curfew schedules; reviews daily reports for all clients on ankle bracelet for curfew violations; if in violation determines reason and if not valid reason schedules defendant for court before the Judge. After receiving and reviewing drug and alcohol daily random report, if positive for substance abuse, schedules defendant for court before the Judge. Recovers equipment from defendant's home if they abscond.

May order and maintain supplies, verify the accuracy of invoices, prepare vouchers and arrange for the maintenance of equipment.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Graduation from high school or GED and two (2) years of clerical or administrative support work in a high volume work environment involving public contact or customer service work and the application of complex policies and procedures; or an equivalent combination of education and experience. Completion of some college level course work preferred. Experience working with both English and Spanish speaking customers highly desirable.

ADDITIONAL REQUIREMENTS

Requires valid NM driver's license upon hire and must obtain City driver's permit within three months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Requires considerable knowledge of generally accepted office practices, procedures and computers; basic mathematics and cash/receipting procedures; proper English usage, grammar, vocabulary and spelling; current and evolving management and customer services practices; court related terminology and concepts such as types of pleadings, dockets, summons, subpoenas, bench warrants; City ordinances and local rules, policies, and procedures; case management software and data entry paths; and useful computer commands for troubleshooting problems.

Requires the ability to exercise resourcefulness in addressing new problems; investigate, analyze, evaluate, and resolve operational, procedural, and personnel problems; assist pro se litigants; assess and assign priorities to problems and staff assignments when confronted with several pressing demands at one time; deal with difficult customers and confrontational situations; achieve the work standards of courtesy, confidentiality, accuracy, and completeness while meeting such challenges as frequent interruptions, changing task priorities, upset and impatient employees, or customers and a high volume work load; use initiative and judgment in working independently while recognizing matters which should be referred to others; and read and interpret documents received in order to determine what action is required.

Requires the ability to accept, receive, and/or collect payments.

Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

Requires the ability to use computers for data entry.

Requires the ability to use computers for word processing and/or accounting purposes.

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit for long periods of time, walk, talk, and hear. The employee is frequently required to stand, bend, twist, stoop or kneel. The employee must occasionally lift and/or move, push, or pull up to 40 pounds. The work performed frequently requires close exposure to VDT's, CRT's, UV rays and frequently requires repetitious hand, arm, or finger motions, as well as manual and finger dexterity. The employee is regularly required to reach above the head, reach forward using one or both arms and type non-stop for extended periods of time.

Work is performed in an office setting. The noise level in the work environment is usually moderate. The employee may be required to work occasional nights and/or weekends. There are some situations in which the employee may be exposed to unpleasant, hostile, or violent situations that arise when dealing with individuals involved in court cases. The employee must be able to regularly interact positively with co-workers and the public and meet multiple demands from several people. Travel may be periodically required for training, meetings, and presentations.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.