

Municipal Court Clerk

Town of Bernalillo

Internal Recruitment Period: April 19, 2021 -Until filled

Job Title: Court Clerk
Department: Municipal Court
Reports To: Municipal Court Judge

Job Status: Full-Time/Permanent
FLSA Status: non-exempt
Hourly Wage: \$12.40

Purpose of Position: Follows all State of NM Municipal Court regulations and standards as they pertain to any and all Municipal Court transactions. Maintains computerized customer database and all reports and registers. Processes all citations, documents, and orders consistent with applicable laws and regulations. Answers customer service questions both in person and by telephone and directs customers for assistance as needed. Analyzes customer information, answers inquiries, and resolves customer issues. Receives required payments from customers for fees or fines, verifies correct amount, issues change, and provides receipt as required. Reviews computerized customer account information to discover potential problems and relays findings to the department supervisor for further inspection and resolution. Prepares balancing report and reconciles cash drawer on a daily basis.

Nature of Work:

- Prepares docket or calendar of cases to be called.
- Records all citations from the Bernalillo Police Department
- Maintains all records for the court.
- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders, and posts, files, or routes documents.
- Explains procedures or forms to parties in case.
- Secures information for judges, and contacts witnesses, attorneys, and litigants to obtain information for court, and instructs parties when to appear in court.
- Administers oath to witnesses.
- Records case disposition, court orders, and arrangement for payment of court fees.
- Collects court fees or fines and records amounts collected.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

- Knowledge of the laws, rules and regulations relating to the operation of a municipal court.
- Knowledge of office practices and procedures.
- Knowledge of municipal court practice and procedure.

- Knowledge of methods used to monitor and evaluate program delivery.
- Knowledge of data collection and report writing.
- Knowledge of English usage and arithmetic.
- Skill in learning and applying laws, rules, and regulations to work situations.
- Skill in meeting and dealing effectively with the public.
- Skill in exercising good judgment in evaluating situations and taking effective action.
- Skill in presenting ideas effectively.
- Skill in performing technical clerical tasks accurately and rapidly.
- Skill in understanding technical terms, words, and phrases.
- Skill in compiling information and prepare reports.
- Skill in effective communication and interpersonal relations.
- Skill in resolving complex issues.

Education and/or Experience

Associates degree (A. A.) or equivalent from two (2) year college; and two (2) years related experience and/or training, or an equivalent combination of education and relevant experience.

Agency Preference:

Solid communication (oral and written) skills, strong telephone manner and interpersonal skills. Demonstrated competence in: customer service, detail oriented, problem solving, completing duties in a timely manner, professional and respectful demeanor.

Conditions of Employment:

Must possess and maintain a valid NM Driver License

Please submit resume and application to:

Maria Santillan
Human Resources Director
P.O. Box 638
Bernalillo, New Mexico 87004

Or by fax at
505-867-0481