

**THE TOWN OF LUTHER**  
**Court Clerk**  
Position Description - Full-time

**GENERAL PURPOSE**

Performs clerical, administrative and data processing work related to Municipal Court, with other tasks as needed for the Town, Luther Public Works Authority and Luther Economic Development Authority.

**SUPERVISION RECEIVED**

Works under the supervision of the Town Manager

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Shares responsibility of answering and facilitating all incoming phone calls
- Answers questions related to court/citations via phone and in person
- Enters all new citations and warrants into the Court and ODIS computer programs
- Receives all court/citation payments, providing receipt to payer, entering payment into Court computer programs, entering information into daily deposit system
- Enters information into the ODIS system to remove warrants for paid citations
- Maintains accurate records and good communication with collection agency
- Receives payments for impounded vehicles
- Enters and files all information for bonds
- Maintains and updates bail bondsman certifications
- Sets up courtroom, including placement of necessary documents and display signs
- Prints warrants and dockets
- Sends all necessary judgments to DPS
- Completes daily cash drawer count, balances cash drawer, prepares deposit information
- Prepares refunds for individual citations and forwards to Town Treasurer
- Prepares all reports for CLEET, OBN and OSBI for state assessed fees
- Keeps, files and maintains all records regarding court and citations, including court records, citation records with jackets, judge's notes for court, collection agency records (if collection agency used) and payment records
- Works to coordinate information between Court, Prosecutor, Judge and Police Department
- Performs various other tasks as needed, including file maintenance, assisting other departments, cross training on utility billing and reception duties.

**PERIPHERAL DUTIES**

Other duties as assigned

**DESIRED MINIMUM QUALIFICATIONS**

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, or data processing

Three (3) years of work experience in an office position, preferably in municipal or other government

Any equivalent combination of education and experience

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of computers and electronic data processing  
Working knowledge of modern office practices and procedures  
Skill in operating listed tools and equipment  
Ability to perform arithmetic computations accurately and quickly  
Ability to communicate effectively verbally and in writing  
Ability to establish courteous and effective working relationship with other employees and the public  
Ability to work under pressure with frequent interruptions  
Skill and ability to cope with angry or difficult customers in a calm and professional manner

**SPECIAL REQUIREMENTS**

May be required to work overtime, attend off-premises training or attend special events  
Business attire may be required during court sessions and specific business meetings or events

**TOOLS AND EQUIPMENT USED**

Business computer, computer programs, 10-key calculator, multi-user phone system, postage machine, printer/copy machine

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is often required to use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics 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.

The noise level in the work environment is usually quiet. The room temperature is generally comfortable. Phone calls and walk-in inquiries from customers are very frequent.

**SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, background, reference and credit check. Job related tests may be required.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job may change. The Town of Luther is an at-will employer. This position is not considered safety sensitive.

I understand and agree that, if hired, my employment is at will only and for no term of definite duration. I also understand and agree that either the Town of Luther or I may terminate my employment relationship at any time.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

The Town of Luther, Oklahoma, is a Drug Free Equal Opportunity Employer.