

CITY OF RIPLEY

JOB POSTING Notice

Department: City Court

Position: Clerk

Status: Part-time

Hours: 16

Salary: \$18.50

Applications and job description are available at City Hall Monday-Friday 8:00 a.m. – 5:00 p.m. or on the City of Ripley website www.cityofripleytn.com.

This notice will expire October 27, 2026.

Clerk

PRINCIPAL PURPOSE OF JOB:

Performs the duties compliance with state regulations as directed by the Municipal Court Clerk. Records and documents all steps in the judicial procedure. Performs a variety of routine calculating, accounting, and typing duties to accomplish the processing of citations and court cases for the Court.

LEVEL OF AUTHORITY:

Performs regular and recurring duties in accordance with applicable state laws, City ordinances, and generally known plans and procedures under the immediate supervision of the Municipal Court Clerk. Responsibility for thoroughness and competency is most important due to the constitutional obligation of the City and the potential impact on safety, liability, and adverse citizen relations.

WORK ENVIRONMENT:

Work is performed in an office setting and in the Municipal Courtroom with frequent interruptions and with the need to deal with a wide variety of people, some of whom may be irate, difficult, or even dangerous.

ESSENTIAL JOB FUNCTIONS:

Docket citations for infractions and non-traffic misdemeanors issued by the Ripley Police Department and maintain a record and filing system for their orderly processing. Mail citations according to summons. Organize the court calendar and issue notices to those ordered to appear. Distribute calendars to City Attorney, Public Defender, and Police Department; mail calendars to other community agencies and jurisdictions as required. File miscellaneous documents related to the court's operations and enter on computer system. Receive bail forfeitures and payments on fines; receipt and bank all money received by the Court. Enter data on computer. Complete dispositions on citations. Complete necessary forms, such as time payment forms or community service work forms. Distribute dispositions and forms to appropriate agencies and maintain records according to procedure. Proofread own material to assure proper layout, arrangement, grammatical composition, spelling, and inclusion of all pertinent information. As assigned, attend court sessions and serve as court reporter. Greet and serve the public at the counter and on the telephone, responding to inquiries in a courteous manner and providing information within scope of knowledge and authority. Refer to employee of higher classification, as appropriate. Enforce the responsibility to serve, maintain other communications, and do all necessary recordkeeping.

ADDITIONAL JOB FUNCTIONS:

May perform portions of the work of higher classified positions occasionally, as assigned. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS:**Technical**

Must have a minimum of two years of office experience. Desirable to have some legal experience, such as with the courts, the police department, or a law office. Must have or quickly acquire an understanding and application of court procedures, functions, and purpose. Must acquire and maintain professional knowledge relating to the legal environment and operations of the Municipal Court and related agencies. Must be bondable. Must possess a valid Tennessee State driver's license. Must be able to type at least 40 words per minute, with a high degree of accuracy and attention to detail with frequent interruptions, and have skills in other basic office procedures. Must be able to do basic math calculations.

Physical Capabilities

Ability to sit or stand in office, at counter, or in courtroom as necessary for extended periods. Occasional ability to lift, carry, and put away such items as records and office supplies of moderate weight of up to 40 pounds.

Other Capabilities

Ability to be extremely accurate in detailed recordkeeping in an environment with frequent interruptions. Ability to communicate effectively with diverse and sometimes irate individuals and to handle calmly and efficiently situations ranging from routine to emergency. Ability to use good judgment to balance concern for individuals' feelings with the necessity to adhere to the law and communicate necessary information clearly and firmly. Ability and willingness to maintain strict confidentiality. Ability to read and interpret state and local codes and ordinances, court manuals, and other paralegal materials related to the operations of the court.

Use of Tools and Equipment:

Standard office equipment including personal computer, fax machine, 10-key calculator, and copier.

OTHER:

The statements contained in this job description reflect general details as necessary to

describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

Signature of Applicant