



JOB DESCRIPTION

Job Title:	Chief Court Clerk
Department:	District Court
Reports To:	District Court Judge and Mayor
FLSA Status:	Exempt
Safety/Security Status:	Security Sensitive
Pay Status:	Salaried
Prepared By:	Human Resources
Prepared Date:	March 17, 2026
Approved By:	District Court Judge
Approved Date:	March 17, 2026

SUMMARY

The District Court Clerk is appointed by and under the direction of the District Court Judge. The District Court Clerk provides administrative support to the judge by providing leadership, planning, direction and supervision over the operations of the Court. Responsibilities include a wide range of administrative duties, including, but are not limited to, case flow management, records management, fiscal management, statistical analysis, public relations, technology management, court security management, and personnel management. Establish court performance standards for effective and efficient operations of the Court. The position is governed by State Statute and is subject to various legislative audits. This position requires the application of exceptional interpersonal skills, problem solving skills, as well as considerable initiative and independent judgment to perform the non-judicial operations of the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Reporting relationships, work assignments and work schedules may be subject to change in order to meet City needs or operational requirements. All District Court positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other employees, and have regular and reliable attendance that is non-disruptive. Other duties may be assigned.

1. Perform administrative and clerical duties essential to the proper operation of the Court, including problem solving, activity planning, and initiation of long- and short-term goals. Set out procedural policies and departmental priorities, oversee and coordinate activities of individual divisions and assign various projects.
2. Carry out requests of the District Court Judge and serve as liaison to other judicial and criminal justice system offices and officials.
3. Develop and implement policies and procedures to ensure operations are in compliance with applicable laws and court rules. Research and update procedures on a continual basis and after each legislative session to ensure compliance. Make organizational changes as necessary.
4. Oversee hiring, assignments, managing, performance evaluations and discipline of court personnel. Manage and lead a diverse staff with focus on the individual roles each staff member

- plays in the administration of justice. Ensure training and professional development of clerical staff. Establish performance expectations and identify and address performance issues.
5. Administer multiple revenue funds and oversee the disbursement of fines/costs/fees to multiple agencies. Maintain and review the accuracy and accountability of collections received and funds disbursed.
 6. Budgetary responsibilities include the preparation and administration of the Court's operating budget. Prepare the overall fiscal budget and manage the budget throughout the year. Ensure that operational and programmatic funding limits are not exceeded. Identify and address budget issues. Control operating costs. Provide direct budget and financial guidance to the District Court Judge pertaining to the financial needs of the Court. Oversee the maintenance and completion of accurate fiscal and related records. Plan, coordinate and implement procedures and internal financial controls over the budget and set financial goals, objectives and policies for the Court.
 7. Oversee grant management for various state and federal grants, including program funding for specialty courts and specialty dockets such as training for DWI Court team members, and small claims mediation projects. Responsible for applying for applicable grants, monitoring status, and managing grant budgets and expenditures. Submit required statistical reporting and ensure that all grant requirements are met.
 8. Direct the management of court security. Collaborate with court security (bailiffs) in the development and management of emergency plans and the continuity of operations plans.
 9. Oversee the administration of specialty court programs and dockets. Establish and evaluate all dockets and programs for effectiveness and efficiency. Make organizational changes as necessary. Ensure proper funding and reporting systems and requirements are met. Review, monitor and analyze court performance measures in clearance rates, case age, recidivism and collections statuses.
 10. Manage space and facilities that house Court, Judge and staff. Oversee maintenance of the building and any necessary repairs and/or upkeep. Plan for improvement projects pertaining to the facility and retention of the Court's records.
 11. Ensure that there is access to court records and all FOIA requests are answered in a timely manner.
 12. Serve as system administration for the Court's case management system software and other automated systems. Make recommendations for improving overall effectiveness, which includes design, development, implementation, configuration and testing new and existing applications. Oversee external interfaces interacting with the court software and third-party vendors.
 13. Serve as backup coverage for the Administrative Technician and Chief Deputy Clerk during an absence.
 14. Represents the District Court at City Council meetings as necessary.
 15. Respond verbally and in writing to more complex complaints and inquiries from the public, media, other departments and/or outside agencies.

SUPERVISORY RESPONSIBILITIES

- Directly supervises ten (10) employees in the District Court and Court security personnel.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE

- Bachelor's degree from college in criminal justice, public administration, or a related field of study and seven (7) years direct experience along with a min (5) years management experience; or equivalent combination of education and experience. Juris Doctorate preferred.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.
- Experience creating and managing department operating budgets.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER/TECHNICAL SKILLS

- Ability to operate a wide range of computer software and hardware necessary to manage the court.
- Must have a working knowledge of specialized software programs for managing court activities.

CERTIFICATES, LICENSES, REGISTRATIONS

- ADCCA Certification
- Valid Driver's License
- ACIC/NCIC Certified
- Ability to obtain CCM certification through completion of three (3) year Court Management program

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to stand, walk, and sit.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.