



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE...: Deputy Clerk III
DEPARTMENT.....: City Court of Houma
DIVISION.....: Criminal/Traffic (TICKETS/SUMMONS/COURT)
GRADE.....: 56
REVISED.....: November 2017
REPORTS TO.....: Supervisor in Criminal Department
REVIEWED.....: November 2017
WAGES.....: Hourly/Non-Exempt

SUMMARY:

This position is a para-professional position with in the criminal department performing tasks of both entry and intermediate skill level. An employee in the position may perform some or all of the basic functions listed below. The supervisor of the department will determine and assign each employee's primary responsibilities.

BASIC FUNCTIONS:

Primary Daily Duties:

1. Assist Supervisor in operations of Criminal department. Accept temporary assignments of supervision when superior is in court or absent.
2. Assist clients at the window, handling matters of a general nature. Collect fees/fines, enter payments into computer, generate receipts and give change where applicable. Get signatures for next court date and/or plea if necessary.
3. Assist the general public through both in-person and by telephone.
4. Accept payments and run license plate numbers with Houma Police Department when necessary for parking or parking meter tickets.
5. Process online payments on a daily basis.
6. Check for completion of the driver improvement class online when needed.
7. Enter into the computer and process summonses form Houma Police Department assigning case number and creating files.
8. Enter into the computer and process traffic tickets and histories, assigning case numbers.
9. Enter into the computer and process failure to return leased movable charges, assigning case number and creating files, sending letters or issuing warrants, when necessary.
10. Enter into the computer and process zoning charges, assigning case numbers and creating files, sending a notice of assignment.
11. Enter into the computer and process issuing worthless checks charges. Send letters for an arraignment day.
12. Serve as minute clerk in court for magistrates when scheduled. Process necessary paperwork after court for completion, including but not limited to faxing minutes to the jail, sending letters, and issuing warrants.
13. Serve as minute clerk in court during arraignments and trial days as required and assigned and complete all follow up work after court.
14. Monitor and get status reports on all cases that are set up for some type of treatment.
15. Run the DA arrest report daily and monitor the files listed when serving as minute clerk.

16. Obtain and prepare list of prisoners for court as needed and give appropriate list to the Marshal's Office for transportation.
17. Work with Assistant District Attorney to type and process all of this correspondence, letters, pull necessary files, etc at his request.
18. Accept new charges for the Assistant District Attorney to advise on disposition and notify victims when appropriate.
19. Works closely with the District Attorney's Office, Parish Prosecutor and the Office of District Public Defender as it relates to criminal matters.
20. Prepare and mail letters such as late notices, notices of assignment, and notices of re-assignment as necessary.
21. Prepare and verify Court docket as needed.
22. Issue and recall warrants when needed. Must also recall warrants on the web site.
23. Work closely with Court Compliance Department and get defendants to fill out necessary paperwork before turning them over to someone in that department.
24. Change court dates for files in the criminal department when needed.
25. Scan files and paperwork for the criminal department when needed.
26. Send certified copies to D.A.'s office on DWI convictions when requested.
27. Schedule and set up community service work.
28. Do the mail run when scheduled.
29. Prepare Motion or Order to Release/Destroy Evidence when needed.
30. Perform electronic criminal searches as required or appropriately requested.
31. Close criminal files upon completion and send in necessary conviction notices and file in appropriate place.
32. Other general duties as assigned.

OTHER REQUIREMENTS:

1. Must be willing to adjust to the schedule of the Court, work late and on weekends when necessary.

EDUCATIONS AND EXPERIENCE

1. Must have High School Diploma or GED equivalent with additional training in business school or college an advantage.
2. Two years working in a legal setting, preferably in criminal matters, is a plus.
3. Must have two years general office experience.
4. Must have good communication skills.
5. Must have knowledge of and experience on personal computers.
6. Must have the ability to work with various socio-economic groups of individuals.

Substitutions:

Associate degree in office occupations or completion and/or certification in state approved vocational technical training may be substituted for one year of the required general office experience.