

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **VIOLATIONS CLERK**
DEPARTMENT: **MUNICIPAL COURT**
UNION: **YES**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Municipal Court Administrator and/or Deputy Court Administrator
Position Titles Supervised: None

POSITION QUALIFICATIONS:

Education Required: HS Graduate/equivalent with specialized course work in general office practices and bookkeeping.

SPECIALIZED KNOWLEDGE/SKILLS:

- Working knowledge of computers and data processing;
- Working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices;
- Ability to organize assigned work and develop effective work methods;
- Skill in operation of general office equipment;
- Ability to perform cashier duties accurately; to add, subtract, multiply and divide decimals.
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.

POSITION SUMMARY:

Under the direction of the Municipal Court Administrator and/or Deputy Court Administrator, performs a variety of routine clerical work involving collection of fees for traffic and criminal violations in relation to the acceptance of appearance, waivers of trail, pleas of guilty, payment of fines and costs under the standard operating policies and procedures of the department; does other related duties as required.

PHYSICAL/ENVIRONMENT CONDITIONS:

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 and talk or hear. The employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move twenty (20) pounds. Specific vision abilities required by this job include color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderate.

EQUIPMENT:

Telephone; personal computer, including word processing software and ATS/ACS computer program; copy machine; postage machine; fax machine; calculator.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Enters names of traffic and criminal violators, their addresses, amounts of fines, and dates of payment in ATS/ACS computer system.

May be assigned to assist at court sessions.

Answers in-coming calls and routes callers or provides information as required.

Handles special requests for information in accordance with prescribed rules and regulations.

Receives and reviews complaints.

Answers inquires and handles correspondence.

Prepares reports and statements.

Makes decisions requiring thorough knowledge of the department's standard operating policies and procedures.

Maintains, classifies, indexes, and cross references records and files.

Serves as cashier including receipting of payments and posting monies to appropriate files/records.

Receives, stamps, and distributes in-coming mail; processes out-going mail.

Operates listed equipment as required.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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 requirements of the job change.

Approval: Edward Sasdelli, Administrator
Revised: September, 2010
Effective Date: _____