

EMPLOYMENT OPPORTUNITY

CITY OF PINE LAKE, GEORGIA
425 ALLGOOD ROAD
STONE MOUNTAIN, GEORGIA 30083

The City of Pine Lake, Georgia is accepting resume for the position of Municipal Court Clerk. The Court Clerk is responsible for the coordination of activities of the Municipal Court and serves as the GCIC and Terminal Agency Coordinator for the City of Pine Lake Municipal Court. The position assists with other Administration Office and Police Administration service functions and operations. The position is a part-time position and is under the general direction of the City Administrator.

Interested parties are to submit resume by email to City Administrator ChaQuias Thornton at chaquiasmthornton@pinelakega.net or via mail or in-person delivery to Pine Lake City Hall, c/o City Administration, 425 Allgood Road, Stone Mountain, GA 30083. Resume/applications are accepted until the position is filled.

See next pages for full job description.

CITY OF PINE LAKE, GEORGIA

POSITION TITLE: Municipal Court Clerk
DEPARTMENT: Municipal Court/Administration
REPORTS TO: City Administrator
Starting Salary range: \$16.00 - \$18.00/hour based on qualifications

Revised 08/01/2022

Job Summary: This is a part-time position that coordinates the activities of the Municipal Court and serves as the GCIC and Terminal Agency Coordinator for the City of Pine Lake Municipal Court.

Major Duties:

- Schedules and administers Municipal Court sessions;
- Prepares and processes records and other legal papers for Court such as court dockets, citations, and criminal/driver histories; ensures all materials are complete, accurate and in compliance with Georgia Law and Court procedures;
- Responds to inquiries, questions, and complaints from the general public and Court related personnel over the telephone and in person regarding Court procedures, policies, personnel, or specific cases;
- Receives and accounts for all fines, bonds and probations payments to the Court;
- Prepares, maintains, and distributes various reports, records, and other documents pertinent to the operation of the Court and those required by the State; ensures compliance with Court policies and procedures and State requirements;
- Maintains and files Municipal records, including citations, municipal dispositions and GCIC dispositions; serves as records retention manager for the Municipal Court;
- Supervises part-time Assistant to the Court Clerk;
- Assists in preparation of documentation for the City Audit;
- Assists with other Administrative Office assignments as necessary;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of principles and practices of municipal court services and public safety and municipal court procedures and terminology;
- Knowledge of Courtware Solutions software preferred;
- Knowledge of GCIC/NCIC use, information and requirements;
- Knowledge of, or ability to learn City policies, procedures, codes, ordinances and applicable State, Federal and Local laws;
- Basic knowledge of the practices and procedures involved in law enforcement, record keeping and confidentiality;
- Skill in using a variety of computer programs and modem office equipment for administrative functions;
- Excellent customer service skills with the ability to communicate respectfully with people from diverse backgrounds;
- Ability to obtain certification as NCIC/GCIC Full Terminal Operator and Terminal Agency Coordinator entry-level operator certification;
- Ability to operate a computer and various software programs;
- Ability to understand and follow oral and written instructions;
- Ability to establish and maintain cooperative and effective working relationships with others;
- Ability to compile court-related statistics and compose concise written reports.

Minimum Qualifications:

Associate's degree in related field required; three years of experience in a municipal court or related administrative work experience; GCIC/NCIC certification or ability to acquire and maintain certification required; Georgia Municipal Court Clerk certification preferred; valid State of Georgia Driver's License and satisfactory Motor Vehicle Record; or equivalent combination of education and experience.

Other:

The work consists of a variety of administrative and clerical duties that typically performed in an indoor office environment with the employee sitting at a desk, with occasional bending and lifting.

The work of this position is performed under the supervision of City Administrator.

Schedule- Tuesday: 8:30am- 12:30pm; Wednesday: 8:30am - 4:30pm; and Thursday: 8:30am - 4:30pm (or, close of Court). Total hours per week average 20 hours. Tuesday scheduling is may be flexible.

Compensation - \$16 - \$18 per hour depending on breadth and depth of qualifications, skills, and knowledge.

The City of Pine Lake, Georgia is an equal opportunity employer and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.