

JOB DESCRIPTION

TITLE: Violation Clerk

DEPARTMENT: Court

CLASSIFICATION:

STATUS: FULL TIME (X) PART TIME ()

UPDATED:

DESCRIPTION OF DUTIES

The Violation Clerk is responsible for the entry of all motor vehicle summons and special complaints, the acceptance of all payments both through the mail and at the violation window and the filing of all summonses. This position requires some knowledge of legal terminology, the ability to interpret the State Statutes and Criminal Code, as well as independent judgement during day to day functions. The ability to deal courteously and patiently with the public, both on the telephone and in person is vital.

RESPONSIBILITIES

- Enter all tickets and summons in computer.
- Control all summonses as written.
- Must have knowledge of motor vehicle statutes to determine "court appearance required" or "payable through VB tickets".
- Open all mail and process all payments.
- Assist during court sessions by collecting fines and processing paperwork
- Complete follow-up work for time payments.
- Maintain closed traffic ticket file.

WORK ACTIVITIES

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of office practices and procedures.
- Knowledge of Court procedure.

- Knowledge of basic bookkeeping and arithmetic.
- Ability to establish and maintain a filing and record system.
- Ability to work independently.

EDUCATION REQUIREMENTS

- Experience in the office workplace.

SUPERVISION

Court Administrator
Municipal Court Judge
Township Administrator

PHYSICAL DEMANDS

- Minimum required to perform the tasks assigned.