

# CITY OF CHATTANOOGA

## Classification Specification Title: City Court Clerk

**Department: Finance**

**Pay Grade: GS.14**

**Supervision Received From: City Finance Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility: Deputy Court Clerk**

**Established: 6/29/07**

**Revision Date: 8/27/24;**

**4/05/08**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing the administrative and operational functions of the City Court Clerk's Office. Duties include: managing the daily office operations; resolving problems; preparing quarterly and custom reports; administering the budget; and, managing court resources. Work is performed with general direction, working from broad goals and policies.

### SERIES LEVEL:

The City Court Clerk is the fifth level of a five-level court operations series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises lower level court operations staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Manages the day-to-day administrative activities of the City Court, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, goals, objectives, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.

Participates in/on a variety of meetings, seminars, conferences, and/or committees to receive and/or convey a variety of information related to court operations and activities.

Prepares and administers the department budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.

Solicits short-term bids from vendors, including defining specifications and recommending vendor selection.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration, or a related field and three (3) years progressively responsible experience in court operations; or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

#### LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices; court operations, procedures, and processes; report preparation principles; customer service principles and practices; research methods; automated court software applications; budgeting principles; vendor management principles; applicable Federal, State, and Local laws, codes, ordinances, rules, and regulations; mathematical concepts; and modern office equipment.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; overseeing and evaluating the performance of external vendors and service providers; developing and administering budgets; interpreting, applying, and communicating applicable laws, codes, ordinances, rules, and regulations; reviewing and analyzing a variety of information and data and making appropriate recommendations based on findings; preparing and disseminating a variety of court-related reports; conducting research; using a computer and related software applications; handling multiple tasks simultaneously; and, establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

#### PHYSICAL DEMANDS:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.