

## **POSITION DESCRIPTION**

**Position Title:**        **Municipal Court Clerk Supervisor**  
**Department:**        City Manager  
**Division:**            Municipal Court  
**Retirement:**        KPERS  
**FLSA:**                Non-Exempt  
**Effective Date:**      May 19, 2026

### **GENERAL PURPOSE**

Demonstrates leadership and inter-department facilitation in Municipal Court and Probation Services operations. Performs specialized clerical work preparing cases for court and maintaining all related records, reports, and funds. Work involves performance of tasks necessary for the operation of Municipal Court and Probation Services before, during, and after court proceedings.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Assistant City Manager with direction and guidance from the Municipal Judge and Prosecutor. Exercises independent judgment regarding priority of tasks and discretion working with clients, following established ordinances and codes.

### **SUPERVISION EXERCISED**

Exercises direct supervision of the Municipal Court staff and provides coordinated leadership and guidance to Probation staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**(Duties listed below do not include all tasks which may be performed.)**

- Leads the Municipal Court staff and all Court operations, including preparing cases for hearing, ensuring the presence of properly executed legal documents and court notifications, and facilitates other informational and procedural arrangements.
- Records court findings and decisions, receives cash bonds and fines, issues new court dates, completes instructions of the court, and prepares failure to comply notices and bench warrants.
- Prepares and maintains arraignment, discussion, sentencing, and trial dockets; makes necessary annotations, changes, deletions, and cross-checks to ensure the integrity of the record keeping process and ensures hard copy and digital records are updated accordingly.
- Utilizes court and other software for data entry of docket citations and complaints filed with the court, along with reporting.
- Monitors warrant arrests and ensures speedy arraignment of inmates.
- Prepares and ensures issuance of subpoenas.
- Makes interpretations of standard procedures as requested by the Municipal Court Judge and City Prosecutor applying to specific cases.
- Selects, trains, supervises, evaluates and develops departmental personnel, coordinating staff training and providing counseling; evaluating employee performance; ensures the timely completion of performance evaluations; works with employees to explain and correct deficiencies; consistently applies applicable policies and procedures in an equitable manner; implements discipline and termination procedures as necessary.

- Shares responsibility for ensuring Court and Probation staff are cross trained on essential services to maintain continuity of a small office team.
- Develops and regularly updates Municipal Court Training Manual, including written policies and procedures for critical court processes.
- Oversees the receipt of bonds, fines, court remanded payments including online payments; ensures security of cash items, prepares receipts and deposits, ensures financial practices comply with City financial policies and Employee Handbook policies.
- Submit monthly financial information to the Finance Department to relay state mandated fees.
- Remands licenses to and initiates correspondence to Kansas Department of Revenue; Issues restricted driver's license permits in accordance with court instructions; Maintains compliance with electronic filing of dispositions to Kansas Department of Revenue.
- Ensures regular reporting to the Kansas Bureau of Investigation as required in state statutes.
- Ensures regular reporting and case dissemination to District Court.
- Ensures timely information requests and tracking on follow-up cases to be refiled.
- Coordinates with Municipal Judge, City Prosecutor, Probation Services, and the Police Department during court and in preparation for court.
- Provides high quality and de-escalating customer service for members of the public, assisting with understanding court processes and terminology as appropriate.
- Performs varied public contact tasks such as providing information over the counter and telephone regarding the continuation of cases, traffic tickets, pending court dates, prior disposition of cases, and other related information.
- Monitors payment schedules for court fines and performs follow-up on delinquencies.
- Monitors state legislative changes pertaining to Municipal Court annually.
- Identifies and implements process improvements and enhanced software use to reduce manual staff processing time and improve court services.

### **PERIPHERAL DUTIES**

- May serve as back up for Probation Office as needed.
- May serve on various employee or other committees as assigned.

### **MINIMUM QUALIFICATIONS**

- (A) Graduation from high school or GED equivalent with course work in general office practices; and
- (B) Minimum of two (2) years experience in clerical, secretarial, paralegal or administrative work OR any equivalent combination of education and/or experience; and
- (C) Possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

### ***Necessary Knowledge, Skills and Abilities:***

- (a) Considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; some knowledge of basic bookkeeping and financial practices.
- (b) Skill in the operation of the listed tools and equipment.
- (c) Ability to make decisions in accordance with laws, ordinances, and regulations; apply departmental policy in routine work procedures and make decisions as delegated by the Municipal Court Judge and the City Prosecutor.

- (d) Ability to deal courteously and tactfully with the general public; Ability to develop and maintain effective working relationships with departmental personnel, other City employees, and the general public; Ability to direct/supervise others; Ability to maintain accurate records;
- (e) Ability to type and enter data accurately.
- (f) Ability to maintain a high level of professional integrity and confidentiality.

### **DESIRABLE QUALIFICATIONS**

- (A) Graduation from an accredited four-year college or university with a degree in legal studies, criminal justice, public administration, business management or closely related field.
- (B) Two years increasingly responsible experience in a court environment.
- (C) Four (4) years experience in clerical, secretarial, paralegal or administrative work.

### **TOOLS AND EQUIPMENT**

Computer and software equipment including Microsoft Outlook, Word, and Excel; specialized court software; motor vehicle; calculator; phone; copy/fax machine; recording system; and other standard office equipment.

### **PHYSICAL DEMANDS**

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

The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate, and work is disrupted frequently by telephone calls and clients at the front window. Occasionally works with upset clients who may have difficulty understanding court processes. Attendance during Court sessions may be fast-paced and require multi-tasking and good communication.

### **SELECTION GUIDELINES**

Formal application, review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job related testing, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

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 position 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.

**APPROVING AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date