

City of Anthony New Mexico



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Anthony NM 88021

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The City of Anthony, NM is accepting applications for the following position:

COURT CLERK

Department: Municipal Court

Reports to: Municipal Judge Sarah Holguin

FLSA: Classified Hourly

Part -Time, Permanent – 20 Hours per week

Compensation: \$14.50 per hour

MINIMUM QUALIFICATIONS:

Education: A high school diploma or GED.

Experience: Two (2) years of experience in court case processing or as a legal secretarial. Candidate will have considerable knowledge of general office procedures; organized, have attention to detail. Skills in the operation of the personal computer system, including word processing, 10-key calculator, typing proficiency, phone etiquette, use of scanner, copier and fax machine. Bilingual, English and Spanish is preferred.

Experience Substitution: Attainment of the Judicial Studies Certificate will substitute for one (1) year of experience. Additional post-secondary education in a related field may substitute for up to one (1) year of experience.

*No record of felony convictions or other convictions involving moral turpitude. Must have the ability to maintain confidentiality in daily operations.

Applicant must submit:

1. Letter of Interest
2. Resume
3. City of Anthony application: <https://www.cityofanthonymn.com/forms/>
4. Three verifiable references

A complete job description is available at City Hall – 820 HWY 478, Anthony, NM or by contacting the City at (575) 882-2983 or website www.cityofanthonymn.com

Application deadline **April 26, 2024 at 4:00 pm**. Packets may be submitted in person to Municipal Court, 820 Highway 478, Anthony NM 88021 or by email to jobs@cityofanthonymn.org with subject line: **COURT CLERK – PART TIME**

Posted on 04/11/2024

CITY OF ANTHONY, NEW MEXICO

Court Clerk - Part Time

SUMMARY

Work directly under the supervision of the Municipal Judge; process court documents, accurately receipt and reconcile court fines and fees and provide customer service. May be assigned supervisory duties under the mentorship of the Judge.

QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Two (2) years of experience in court case processing or as a legal secretarial.

Experience Substitution: Attainment of the Judicial Studies Certificate will substitute for one (1) year of experience. Additional post-secondary education in a related field may substitute for up to one (1) year of experience.

Certification: May be requested to complete the New Mexico Court Monitor Certification Examination. May be required to obtain and maintain certification for the National Crime Information Center (NCIC) database.

Other: Completion of a post offer background check may be required. No record of felony convictions or other convictions involving moral turpitude. Must have the ability to maintain confidentiality in daily operations.

Knowledge: Office practices; knowledge of court case processing, auditing case files; running reports; legal terminology; court fee accounting processes; cash handling procedures; customer service practices; Court Clerk's Procedures Manual and Code of Ethics; safety and security issues; proper English usage, grammar and punctuation; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, e-mail and Internet); filing systems; office equipment (i.e., telephone, printer, copier, fax, scanner, etc.); research methodology; judicial organizational structure and other courts jurisdictions; local court rules; supervisory techniques and court monitoring procedures and equipment.

Skill & Ability: Skill in working as a team leader; concentration and attention to detail; maintaining confidentiality; working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; auditing files and correcting errors using the case management system; recognizing important case facts that need to be documented in case file or may need further action; researching and retrieving information using the case management system or archive database; applying legal terminology; maintaining accurate files and records; being organized;

establishing priorities and meeting deadlines; multi-tasking; communicating effectively both orally and in writing with diverse parties; making decisions; assimilating information and providing as accurate a response as possible; research, analyze and solve problems; actively listening; dealing with people diplomatically; being courteous; providing good customer service; using good telephone etiquette; using common sense; maintaining professional demeanor and composure; auditing case files; using computer and computer software including word processing, case management and email; running reports; training others; distinguishing between court procedures and legal advice; handling money and calculating sums; knowing when to seek assistance; filing; typing and entering data precisely; using a calculator; reading comprehension and discerning case content; appraising situations and recognizing safety and security issues; and being empathetic, impartial, fair and objective; read almost illegible hand writing; apply notary rules and procedures; apply data standards; retain information; maintain patience; defuse hostile situations; learn quickly; announce judicial protocol and control all; show diplomacy; and receive and follow directions.

EXAMPLES OF WORK PERFORMED

Case and Document Processing - Prepare and process all court work in a timely, prompt, accurate, complete, proper and efficient manner; ensure court rules and procedures are followed and cases are processed; docket all cases received/enter case data and process into the case management system; prepare and mail out documents such as notices, routing motions, opinions, orders, records, calendars, pleadings, memorandum in opposition, and case materials; process Petitions for Trial Court Extensions of Time to Proceed to Trial; prepare bench warrants and cancellations; process and expedite Orders of Protection and notify law enforcement agencies; set arraignments, hearings, trials, mail record papers timely; prepare and mail out notices such as final orders; submit case files to judges as requested; track cases to ensure compliance with case type, appearance dates, sentencing requirements and follow through with necessary steps, which may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions; run reports; maintain integrity of case files; and close case when appropriate.

Financial Responsibilities - Receipt and distribute all incoming monies; ensure accurate court fees are paid; balance and reconcile daily cash receipts; distribute bond payments; prepare and maintain bond reports; prepare bank deposits; prepare and voucher fees; ensure correct procedures are followed for all monies received; work with fiscal and audit staff to correct financial and disposition errors; and file receipt of fees into case files.

Document Processing - Prepare and process all court work in a timely, prompt, accurate, complete, proper and efficient manner; ensure court rules and procedures are followed and cases are processed; docket all cases received/enter case data and process into the case management system; prepare and mail out documents such as notices, routing motions, opinions, orders, records, calendars, pleadings, memorandum in opposition, and case materials; process Petitions for Trial Court Extensions of Time to Proceed to Trial; prepare bench warrants and cancellations; process and expedite Orders of Protection and notify law enforcement agencies; set arraignments, hearings, trials, mail record papers timely; prepare and mail out notices such as final orders; submit case files to judges as requested; track cases to ensure compliance with case type, appearance dates, sentencing requirements and follow through with necessary steps, which

may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions; run reports; maintain integrity of case files; and close case when appropriate.

Financial Responsibilities - Receipt and distribute all incoming monies; ensure accurate court fees are paid; balance and reconcile daily cash receipts; distribute bond payments; prepare and maintain bond reports; prepare bank deposits; prepare and voucher fees; ensure correct procedures are followed for all monies receipted; work with fiscal and audit staff to correct financial and disposition errors; and file receipt of fees into case files. prepare correspondence; maintain logs and records on cases; and provide backup to other court clerical personnel.

Research - Research automated, hard-copy and microfiche files for case status and provide accurate information; research and analyze case management issues; and audit, research and when necessary correct case files. **May** serve as information systems site coordinator or back up to site coordinator; oversee micro photography standards; ensure exhibits comply with statutory retention schedules; act as a court monitor; serve as jury clerk; provide notarizations; perform purchasing duties; provide advocacy services to victims; coordinate and schedule meetings; and perform receptionist duties.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. The work is performed in an often fast paced and stressful work environment. While performing the duties of the job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand for hours and walk often, lift, climb ladders, kneel/stoop, move, pull and carry up to forty (40) pounds; travel, work overtime and/or flexible work hours including shift work (24/7), weekends and holidays; and exposed to fluctuating building temperatures. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved in court cases, disturbing or hazardous court exhibits and contagious health conditions.