The position of Clerk of the Court is responsible for the effective and efficient coordination between the Police Department and Court Services for the final disposition on cases initiated by the Police Department. The keeping of all pertinent records of this position, the forwarding of all required paperwork to the proper jurisdictions from the department and court as it is required by policy and law. Ensuring that all warrants are posted through GCIC/NCIC and for ensuring the same are removed from department/court files as required by policy and law.

## CHIEF COURT CLERK RESPONSIBILITIES

* Transmit citations from ALEN and verify information
* Enter by hand citations, summons and misdemeanor citations that are not transmittable

* Schedule court dates as well as Judges and Solicitor’s as needed
* Assist the Judge and the Solicitor of the Municipal Court during court proceedings
* Oversee all court proceedings (arraignments/trials/bond hearings/ probation revocations)
* Maintain court records including transcripts of court proceedings
* Track citations from issuance to disposition
* Assemble court docket
* Prepare citations (collect pertinent information for prosecution)
* File motions with the court
* Obtain driving/criminal records as needed
* Issue and track continuances
* Issue and track probation warrants
* Issue and track failure to appear warrants
* Issue subpoenas
* Issue administrative license suspensions
* Issue court ordered refunds
* Prepare bindovers and send to State/Superior Court
* Remit dispositions to Department of Driver Services and GCIC
* File dispositions with Police Department and Probation Department as necessary
* Act as Court Liaison for the Police Department
* Work with the Solicitor, supply documentation needed prior to court
* Reconcile receipts and monies collected and make deposits of same
* Track defendants forwarded to probation
* Prepare and submit conviction/remittance reports to all agencies of the State of Georgia requiring such remittance reports
* Gather and prepare cases (incident/accident reports, citations, evidence, subpoenas, etc.) for trial and distribute to the parties requiring such
* Ensure the transportation of incarcerated defendants to and from court from other facilities
* Certify dispositions upon request
* Work in a computer environment
* Accurately prepare end of month reports and submit all monies due to the State of Georgia and other Agencies
* Ensure that all changes in the law as set by the Legislature are adhered to timely
* Prepare Intergovernmental Agreements, Agenda Background Sheets, Resolutions as needed to fulfill the needs of The City and the Court.
* Maintain and create court dockets
* Prepare and create court rules, policies and procedures
* Assist the public with questions and concerns with required research, retrieving case information in accordance with court policies and procedures
* Operate office machines and equipment incidental to the performance of office duties
* Create, prepare and issue court forms to include warrants, letters, and other correspondence

**BUSINESS LICENSE**

* Back up Sabrina
* End of year reporting SAVE Immigration

**SENIOR ADMIN ASST**

* Assist City Manager and Department Heads
* Assist City Council
* Book reservations and registration for conferences

**WEBSITE**

* Maintain site

**BACKUP FOR FRONT OFFICE**

* Cover when someone is out

**HOUSE KEEPING**

* Manage one employee
* Maintaining Maintenance of City Hall and Police Dept

**HUMAN RESOURCES**

* New Hire paperwork

**Some City Clerk Duties**