

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Executive Administrative Assistant/ Municipal Court Clerk	DEPARTMENT:	Police Department
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REPORTS TO:	Police Chief	EXEMPT:	No
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SALARY RANGE: \$33.2640 – \$46.5695 / HR

SUMMARY

The Executive Administrative Assistant/Municipal Court Clerk is a non-sworn classified position responsible for providing key duties within the Police Department to include: composing letters, ordering supplies, scheduling appointments, monthly reconciliation of petty cash, grant funding reports, travel/training coordination for employees, onboarding of new employees, and tracking accounts consistent with the duties of an Administrative Assistant. Performs specialized clerical work related to criminal justice activities, including receiving, filing, scanning, fingerprinting, and maintaining and releasing records. Work involves heavy phone usage, computer work, and front counter assistance to officers, the public, and other City staff. Provide customer service in a professional manner on the telephone or in person. Complete general office duties, such as answering phones, directing calls to the appropriate person, assisting customers when requesting reports, etc. Organize and participate in the functions of the records division for the police department, such as maintaining the integrity of the police reports. Serve as clerical aide/secretary to the Municipal Court Judge and the City Attorney by setting up the courtroom, attending to the defendants regarding court payments, stays of execution, records, setting all cases, including arraignments, trials, and hearings.

This employee must be a self-starter and work under minimal supervision. The employee may have access to sensitive and confidential information and must adhere to strict policies. The employee must be able to communicate effectively with all employees within the City, law enforcement agencies, vendors, and citizens while prioritizing the workload and effectively multi-task. The employee must be very knowledgeable in the area of grammar and spelling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the retention, protection, retrieval, transfer, and disposal of training logs, management logs, and evaluations.
- Maintains training files for the entire department, including statistical reporting.
- Coordinates training classes with vendors as needed.
- Schedules courses for employees attending training.
- Maintains CIRSA records to ensure standards are met.
- Coordinates the dispensing and maintenance of various manuals such as drug identification bible, driver's license manual, CCPA, and Colorado Peace Officer's Handbooks.
- Coordinates equipment for repairs.
- Tracking and coding of all department bills to be sent to finance.
- Monitors department budget as needed.

- Assists with creating and updating Standard Operating Procedures related to the Department's Policy Manual to include coordinating and updating the Lexipol policy manual
- Tracks each employee's uniform allowance.
- Performs monthly reconciliation of petty cash and monthly money funds for Records and Municipal Court.
- Orders supplies including normal office supplies, patrol uniforms, civilian clothing, weapons, body armor, range supplies, ammunition, drug testing kits, furniture, and communications department equipment.
- Effectively represents the organization to department employees, customers, other city departments, other criminal justice agencies, and the general public.
- Composes a variety of correspondence independently from verbal or written instruction.
- Performs a wide variety of complex and confidential assignments for the Chief of Police.
- Trains employees on completing training requests and submitting supporting documentation for expenses.
- Supports the Evidence Technician as needed
- Coordinate with locksmith and maintenance department for building needs and repairs

Court Clerk (Under the Direction of a Supervisor or Municipal Court Judge)

- Balances workload fifty percent of the workweek on Court Functions.
- Performs courtroom duties that include setting up the courtroom, opening and closing the courtroom, having defendants read and sign written advisements, collecting payments, and preparing receipts for payments, stays of execution, notices of court dates, and orders to show cause notices.
- Processes documents filed with the Court in accordance with legal requirements. This task may include but is not limited to accepting new cases, issuing and canceling warrants, reporting dispositions to the Department of Motor Vehicles, and other agencies. Prepares subpoenas as requested, summons of jurors, and court files: posting filings, pleadings, and orders manually and by computer data entry. Retrieves criminal histories regarding deferred judgments and for court appearances of defendants.
- Prepares and follows appeal procedures to district court and changes of venue to other courts.
- Issues writs, accepts, and receipts payments for filings, fines, bail, and other monies. Makes disbursements as ordered by the Judge. Balance and prepare report for bank deposit.
- Set cases for court appearances.
- Ensures compliance with all directives pertaining to the Municipal Courts, including preparing monthly reports and disposition of cases.
- Maintains files and records in compliance with records retention and legal standards.
- Researches, evaluates, and makes recommendations on specialized Court software.
- Exercises responsibility for all incoming and outgoing correspondence of the Municipal Court.
- Develops various statistical and special information requests.
- Requests interpreters as needed.

- Queries Colorado Crime Information Center (CBI) performs data exchange with the Department of Motor Vehicles, facilitates coordination of prisoner transports, provides releasable information to parties, enters real-time disposition and sentencing information, and performs other duties assigned.
- Manages all municipal Court Warrants, including entering and cancelling in the CICC database.
- Research requests for information received in person, by telephone, and by mail from Police personnel, other Criminal Justice Agencies, City Departments, Insurance Companies, the public, and attorneys.
- Prepares and types a variety of documents, including forms and routine correspondence.
- Process checks and/or cash from customers for fingerprinting, restitution, and tape copies.
- Performs general office support for the records department. Assist co-workers and participate in cross-training programs.
- Review procedures, department manuals, and other resources to maintain job knowledge and specific familiarity with every police division.
- Answers the telephone to provide routine information, convey messages, gives information, and refers calls to appropriate personnel/department.

QUALIFICATIONS

An individual must perform each essential duty satisfactorily to perform this job successfully. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

Knowledge of:

- Software programs such as Microsoft Word, Excel, PowerPoint, Outlook, and various Grant Software.
- Proper work ethics and etiquette on the telephone and in-person with co-workers, vendors, citizens, visitors, district attorneys, other law enforcement agencies, CBI, offenders, and victims.
- Numerical and alphabetical filing systems.
- Modern office procedures, techniques, and equipment.
- Customer service skills needed for handling difficult or irate persons.
- Principles of criminal justice procedures.
- Quality of fingerprints to be sent to the Colorado Bureau of Investigation.
- Court procedures and policies, legal documents, laws, and legal factors relating to their area of responsibility.

Ability to:

- Uphold professional demeanor in and out of the office.
- Assist co-workers and participate in cross-training programs.
- Follow precise directions given by supervisors and work under minimal supervision.
- Ability to perform work with accuracy and attention to detail.
- Ability to work independently in the absence of supervision.

- Operate a computer terminal and other office equipment, such as copiers and facsimile machines. Have the ability to fix the equipment or the knowledge to call for repair or support.
- Understand the work of an administrative assistant and clerical support operations.
- Work in a team environment, maintain confidentiality, and exercise sound judgment in prioritizing work.
- Communicate effectively and work professionally with unpleasant or irate individuals in person or on the telephone.
- Identifies problems within records and exercises sound judgment consistent with department policies in resolving those problems by collecting data, establishing facts, and drawing valid conclusions.
- Effectively present information to the Police Chief, City employees, the public, and outside agencies, both in verbal and written form.

Certifications:

- Valid Colorado driver's license with a safe driving record.
- CAMCA (Colorado Association for Municipal Court Administration).
- Court Basics 1, 2, & 3. Must be obtained within one year of service.

EXPERIENCE AND EDUCATION

Experience:

Two years of general office experience with some knowledge of court procedures.

Education:

High School Diploma or equivalent to completion (GED).

PHYSICAL DEMANDS

The Executive Administrative Assistant/Municipal Court Clerk is regularly required to sit, stand, and walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau.
- Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions

- Employees must follow all types of safety rules and use the department-provided safety equipment, including seat belts, safety glasses, body armor, ear protection, etc.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Signature: _____ **Date:** _____