



1101 Broad Street  
Milliken, CO 80543  
Weld County

# Town of Milliken

(970) 587-4331  
Fax (970) 587-2678  
<http://www.millikenco.gov>

## Court Clerk

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FLSA STATUS: Non-Exempt	DEPARTMENT: Administration
REPORTS TO: Chief of Police and Town Clerk	APPROVED DATE:

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### POSITION SUMMARY AND DEFINITION:

To perform skilled clerical, secretarial and organizational duties that facilitates the work of the court clerk. This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be an accurate reflection of the principal job elements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.*

- Disseminates correct information in a friendly manner.
- Deals with and resolves complaints and comments in a positive manner.
- Maintains Court files and files associated with the Municipal Court System.
- Prepares Court docket for the Judge, Town Attorney, and Police Department.
- Assist Judge in the Court Room with the Docket, court files, fines and other assigned duties.
- Process Court Docket dispositions into computer system, type appropriate letters, Warrants, Outstanding Judgements/Warrants and other assigned tasks regarding court.
- Accounts for all court fines and reconciles with finance department.
- Works closely with the Police Department regarding any Municipal Court Cases.
- Ability to Maintain Confidentiality
- Front desk back up for phones, provides Customer Service
- Any other duties as assigned.

### CONTACTS:

*Citizens:* Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

*Other Divisions/Outside Agencies:* Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects. Participation in outside peer groups and organizations associated with job duties and responsibilities.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Computer operation, including software programs in current use, such as Microsoft Office Suite, and town's financial package.

- Is a positive influence in the citizens of Milliken.
- General filing system maintenance.
- Ability to learn and implement Caselle Software.
- Deal with a diverse public, with the ability to resolve problems and issues.
- Handle multiple tasks at one time.
- Provide support services for a wide variety of constituents.
- Prioritize tasks, and handle the diversity of the position.
- Knowledge of all types of business machines.
- Bi-Lingual a plus

**MATERIAL AND EQUIPMENT USED:**

Personal computer and various software programs including Caselle, telephone, photocopier, calculator and fax machine.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is primarily performed in an indoor office environment. Requires filing, operating a computer, and occasional lifting of boxes. Overtime and flexible schedules may be required to fulfill work overload.

**EXPERIENCE AND TRAINING:**

- Graduation from High School or GED required, some business school preferred.
- 2-5 years experience in similar type highly busy office environment preferred
- 2-5 years experience in providing executive support.
- Strong word processing skills, including the ability to type at 50 words per minute.
- Strong verbal, written, analytical and interpersonal skills.
- Knowledge of and ability to handle court procedures preferred.

*The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.*

This job description has been reviewed and approved:

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date