



CITY OF SENECA
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Seneca, South Carolina 29678
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City Of Seneca - Position Description **ASSOCIATE JUDGE / OFFICE MANAGER**

GENERAL PURPOSE

Performs a wide variety of specialized clerical, accounting, and administrative support for the Municipal Court. Reports to the Municipal Judge, executing administrative policies as determined by, in conjunction with, or in the absence of the Municipal Court officials. As Associate Judge, fills in during the Municipal Judge's absence to consider and issue arrest and search warrants. Travels to local detention facility to conduct bond hearings and pleas for incarcerated inmates.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Greets incoming visitors, providing information or assisting the public regarding questions about the Municipal Court or actions taken.

Serves as a buffer for the municipal judge with upset citizens.

Manages office; oversees scheduling of cases and notification of all parties involved.

Pulls list of jurors; arranges and sets up jury trial; notifies all parties involved.

Prepares disbursement requests for jury trials, paying jurors for time served.

Prepares docket or calendar of cases and people to be called, using computer.

Examines legal documents submitted to court for adherence to law or court procedures.

Prepares case folders, and posts, files, or routes documents such as traffic tickets and subpoenas to the appropriate location or agency.

Reads and comprehends police reports and statements relating to probable cause, arrest warrants, search warrants, subpoenas, traffic tickets, and general fines.

Meets with officers and other individuals to determine probable cause, issue warrants, search warrants and subpoenas.

Explains procedures or forms to parties in case.

Secures information for judges, and makes contact with witnesses, attorneys, and litigants to obtain information for court, and instructs parties when to appear in court.

Notifies Solicitor's office of cases and their outcomes as they are prosecuted in General Session.

Records minutes of court proceedings, using recording system or shorthand, later translating to written format.

Prepares and disseminates monthly activity report.

Records case disposition, court orders, and arrangement for payment of court fees.

Acts as custodian of all documents and records.

Collects court fees or fines and records amounts collected, issuing receipts and posting monies paid.

Ensures that payments are credited to avoid false arrests.

Submits evidence and documentation to the property department.

Coordinates with Pretrial Intervention on behalf of all referral clients.

Prepares correspondence and compiles reports for local, city, state and federal entities regarding all activities of Municipal Court.

Transmits various documents, including NRVC forms and bench warrants, traffic citations, driver's license and other supporting documents to appropriate authorities.

PERIPHERAL DUTIES

Is required to fill in for other positions within the department, standing in for judge when he/she is not available. May occasionally be on-call after hours, nights and weekends.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent with course work in typing and/or modern office practices; and
- Five (5) years of related court experience in clerical, secretarial, paralegal or administrative work; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern office procedures.
- Working knowledge of state, federal, local law, legal language and legal procedures.
- Some knowledge of basic bookkeeping practices, eligible for bonding by City.
- Skill in the operation of the listed tools and equipment, including computers.
- Ability to effectively communicate on a one-to-one basis with the public, judges, attorneys, police officers, defendants, and agencies.
- Ability to maintain effective working relations with employees, other departments, officials and the public.
- Ability to maintain thorough, accurate records, whether typed, dictated or oral.
- Ability to locate all files or documents pertinent to any given case.

SPECIAL REQUIREMENTS

- Required by the Court Administration to attend fourteen (14) hours of continuing legal education (CLE) each year.
- Limited periods of twenty-four-hour, on-call status.

- Must successfully complete annual training as required by SC Court Administration. Must maintain state certification as a municipal judge through yearly CLE credit hours and have the ability to pass mandatory testing.

TOOLS AND EQUIPMENT USED

Personal computer system, including word processing, spreadsheets, and specialized court software; 10-key calculator; typewriter; phone; copy and fax machine; recording system; dictating machines, diagrams, entry books, tape recorder, charts, legal documents, forms, maps, programs, schedules.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

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 job 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. Subject to reappointment by the city council every election cycle.