



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Office Specialist VI /
COURT COORDINATOR
FINANCE DEPARTMENT

FLSA Status: Non-Exempt
Department: Administration
Union Representation: Non-represented

CLASS SUMMARY:

Works under the general direction of the Finance Director. This position performs a variety of complex administrative support activities contributing to efficient office operations that require an advanced understanding of department and City programs, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Back Up Receptionist.
- 2) Oversee all court system operations, traffic & criminal.
- 3) Maintain checklists (procedures) for all duties in Caselle.
- 4) Assist other departments with daily functions as needed.
- 5) Maintain files, records and confidential documents to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.
- 6) Back up for mail pick up and processing.
- 7) Perform regular audit of court customers.
- 8) Maintain cooperative working relationships with City staff, other organizations and the public.
- 9) Perform other duties as assigned.
- 10) Process court records, payments, examine legal documents submitted to court for adherence to law, prepare case folders, and case dispositions.
- 11) Exchange information with the City Police Department and other law enforcement and related agencies as necessary.
- 12) Direct communications to appropriate personnel (such as police officers, attorneys, corrections officials, and defendants) regarding court dockets and establish trial dockets; prepare letters notifying defendants of court appearance and trial dates; coordinate trial dates with police officer schedules and appropriate trial attorneys; set pre-trials and prepare suspension forms.

PHYSICAL AND MENTAL DEMANDS:

Frequent repetitive motions including, but not limited to, hand, wrist, and finger movements; daily walking, reaching, standing, talking, hearing, and seeing.

This position routinely works normal business hours. Work time is spent mostly in an open/collaborative office environment.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitations.

WORK ENVIRONMENT:

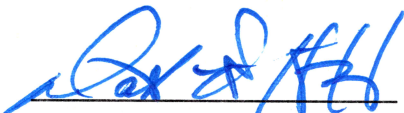
The work environment is primarily a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logically assigned to the position.

This job description does not constitute an employment agreement and is subject to unilateral change by the employer as the needs of the employer and requirements of the job change.

Approved By:



City Manager, Dan Huff

8-26-24

Date