



## CLASS TITLE | MUNICIPAL SUPPORT CLERK

PAY GRADE: OT-18 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 6566

Effective Date: 6/8/2022

**PURPOSE OF THE CLASSIFICATION:** Under general supervision manages the flow of cases and provides municipal court support while performing work as a records clerk, minute clerk, administrative bailiff, and probation officer; and other related assigned duties.

### ESSENTIAL TASKS:

- Prepares and generates the final version of multiple daily trial dockets
- Prepares courtroom minutes, expunges paperwork, and responds to inquiries
- Research and respond to open records requests
- Issues warrants when applicable
- Greets and assists internal and external customers
- Enters citations and maintains various records
- Escorts and processes defendants
- Prepares plea waivers
- Completes payment dockets and prepares extension of payment terms
- Calls court sessions to order
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,  
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of sixty (60) hours from an accredited college or university; **and**,  
(b) One (1) year of experience relevant to the essential tasks listed in this job description

### Knowledge, Abilities, and Skills:

#### Knowledge of:

- Considerable knowledge of the legal process within the court system pertaining to case management and administration
- Good knowledge of the court system to ensure proper interface in managing records relevant to court dockets, expunges and appeals

#### Ability to:

- Ability to work independently with distractions and interruptions
- Ability to accurately document case activity and information regarding the disposition of cases
- Ability to work under pressure
- Ability and willingness to maintain confidentiality
- Ability to respond effectively to telephone calls regarding disposition or other information about cases
- Ability to organize, compile and record information accurately
- Ability to understand and influence the behavior of internal and external customers

#### Skill in:

- Skill in basic math and organizational skills



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**Physical Requirements:** Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and speech and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:** None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors.

**EEO Code: N-06**

**Group: Clerical and Administrative**

**Series: Clerical**