



Nederland Police Department

20 Lakeview Drive, P.O. Box 396 Nederland CO 80466
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Position/Job Title: Police/Court Clerk
Salary Range: \$42,500 - \$47,800

Department: Law Enforcement
FLSA: Hourly, Non-Exempt

POSITION PURPOSE / IMPORTANT APPLICATION INFORMATION

The Police / Court Clerk position assists with the daily operations of the Municipal Court and the Nederland Police Department. It is a moderately difficult and varied position that requires attention to detail; excellent communication; and strong organizational, clerical, and data entry skills. Essential job duties involve ticket processing, cashiering, recordkeeping, processing court-related orders and paperwork, maintaining court records, and performing Jury Commissioner and courtroom clerk duties. This position requires a high level of contact with the public, police, attorneys, prosecutors, staff, defendants, victims, jurors, and Town officials, as well as coordination of work with the courtroom clerks and judges.

This is a full-time, benefitted position that will work Monday – Friday 9 am to 5 pm. Limited overtime will be required on nights/weekend as needed. Starting pay is dependent on the qualifications and experience of the selected candidate.

JOB SPECIFIC COMPETENCIES

The Police and Court Clerk is expected to:

- Understand court systems and procedures
- Demonstrate knowledge of office practices, procedures, and equipment, as well as business English, spelling, and minor mathematical calculations
- Perform computer data entry and use software with high degree of accuracy
- Make decisions in accordance with regulations and manage confidential/sensitive information
- Remain calm under time-sensitive, emotional, and high-pressure situations
- Understand complex oral/written instructions and communicate both verbally and in writing
- Work independently as well as establish and maintain effective working relationships with court staff, judges, prosecutors, Town staff, police, attorneys, the public, jurors, and victims
- Exhibit attention to detail with accuracy and efficiency
- Be able to travel, attend training, and operate a Town vehicle

JOB SPECIFIC FUNCTIONS

- Reviews and files police reports/case files, determining whether all necessary legal documents have been received
- Transmits police reports and electronic evidence to the County and District Courts
- Reviews and enters incoming tickets in automated case management system; prepares new case files for court; tracks and updates summonses when needed
- Maintains court files, complex records, and court dockets; sorts and places reports, summonses, statements, and disposition information in case files; drafts court correspondence
- Prepares and reviews forms, warrants, and other paperwork according to procedures and legal requirements

- Certifies and seals documents
- Prepares/distributes forms and provides information regarding court appearances to defendants, attorneys, police officers, and the public
- Processes payments of fines, fees, restitution, or other costs assessed; operates a credit card machine; generates receipts and balances a cash drawer
- Processes cash and surety bonds, explains paperwork to defendants, and sets return dates; follows bond forfeiture procedures if the defendant fails to appear
- Answers incoming calls on multiple-line telephone; provides information to the public according to rules and regulations while maintaining confidentiality; provides front counter duties
- Checks in defendants, witnesses, jurors, defense attorneys, and other parties
- Communicates with defense counsel, Town personnel, and defendants via telephone and written communication
- Performs electronic data exchange of driving records with the Colorado Department of Motor Vehicles; utilizes the Colorado Crime Information Center (CCIC) database to obtain driving records and criminal histories and to enter or vacate warrants and Protection Orders

Other Duties and Responsibilities

- Provides administrative support to the Town Marshal, Municipal Judge, and officers
- Operates courtroom recording equipment, maintains recordings, and prepares CDs for transcription and/or as requested
- Keeps accurate records of the status and disposition of cases before the court on the court docket

ORGANIZATIONAL/GENERAL COMPETENCIES AND CULTURAL VALUES:

The **mission** of every employee at the Nederland Police Department (NPD) is to deliver exceptional value and quality of life for residents, business owners, and their staff and visitors. NPD employees are measured by their ability to adhere to the Department's core values: Service, Pride, Integrity, Responsibility, Innovation, and Teamwork.

This position supports the goals of the Nederland Police Department and the Nederland Municipal Court. The goals of the Court are to administer equitable, fair, and impartial justice in a timely and courteous manner; protect fundamental rights; and promote public safety.

All employees are expected to:

- Demonstrate a high level of customer service, encourage others to focus on the customer, and foster an environment where customer service is a priority
- Act as an ambassador by understanding and fostering the organization's mission and vision
- Exhibit pride in self, the department, the Town, and the community; conduct one's self in a professional manner
- Demonstrate integrity and build trust through credibility, reliability, commitment, loyalty, and ethical behavior
- Participate in personal growth opportunities and attend trainings designed to enhance capacity to bring new skills and ideas to the job and the organization
- Support team efforts by accepting new roles and responsibilities and helping others achieve objectives
- Value diversity by demonstrating sensitivity and an awareness of differences, as well as accommodating these differences by adapting behaviors and communication

GENERAL COMPETENCIES:

All employees are expected to:

- Establish effective interpersonal relationships through open, honest communication and follow-through on commitments
- Demonstrate accountability, ownership, and initiative in performing job tasks
- Achieve goals and effectively manage assigned workload and new assignments with the ability to work independently
- Communicate clearly and concisely with individuals and groups via verbal and written methods
- Demonstrate concern for the accuracy and quality of work; take steps to correct mistakes and improve the overall product

POSITION REQUIREMENTS/WORKING CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS

Required Education, Experience, Skills, Formal Training, Licenses, and Certifications:

- Graduation from high school or GED
- Accurate typing of 40 WPM
- Experience with Microsoft Office software
- Colorado driver's license

Preferred:

- Experience working in a court, especially a municipal court
- Experience in the legal/judicial field, such as a law clerk, paralegal, or administrative assistant
- Any equivalent combination of education, training, and experience that would provide the required knowledge and skills may be considered

Equipment operations:

The employee will be required to operate general office equipment including telephones, copy machines, calculating machines, credit card machine, fax machine, scanner, personal computers, and printers.

PHYSICAL REQUIREMENTS

Work is sedentary in nature and requires sufficient physical stamina and strength for:

- Constant sitting to perform daily tasks; occasional walking through a multilevel facility to retrieve information; frequent standing, sometimes for extended periods
- Frequent squatting, reaching above shoulder, and twisting to file documents and lift supplies and material; occasional bending, kneeling, climbing, balancing, and reaching below shoulder to store documents, material, and supplies
- Frequent lifting, carrying, pushing and/or pulling of up to 10 pounds to move material and supplies; occasional pushing and/or pulling of up to 25 pounds with dollies and carts

Working Conditions:

Work is performed indoors and is primarily sedentary office work. The employee must demonstrate the ability to meet the physical demands of the job, including the ability to retrieve information from

various locations in the office when needed. Exposure to short periods of moderate activity and moderate stress can be expected.

PRE-EMPLOYMENT REQUIREMENTS

- Background checks will include employment references, criminal history, driver's license record, and education verification
- Drug screen
- Must be legally entitled to work in the United States
- Candidates will be fingerprinted

BENEFITS & PAY

- 1) This is a full-time, benefitted position at \$42,500 - \$47,800/year based on experience
- 2) Employer-sponsored health insurance and retirement plan (up to 4% employer match)
- 3) Short-term and long-term disability insurance
- 4) Generous vacation and PTO package, including 12 paid holidays and 176 hours of PTO per year
- 5) Free pass to Nederland Community Center gym
- 6) Free EcoPass (bus pass)

NON-DISCRIMINATION POLICY

The Town of Nederland does not discriminate on the basis of race, religion, creed, gender, sexual orientation, age, national origin, or disability related to a bona fide occupational qualification.