



City of Racine Police Department
Policy and Procedure

Number: 341

Subject: Duties and Responsibilities - Clerk – Traffic & Criminal Court		
Date Issued: 03-31-00	Effective Date: 11-13-12	Revision Number: 3

1. Appointment. The Chief of Police shall appoint the Traffic and Criminal Court Clerk in accordance with the Personnel Department rules and contractual stipulations.
 - a. He/she shall report to the Courts Sergeant.
 - b. He/she shall maintain the City Hall (Mon-Fri) work schedule.
2. Duties and Responsibilities. The Traffic and & Criminal Court Clerk shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to Traffic and Criminal Court.
 - b. Report to work on time, and maintain a regular and predictable attendance history.
 - c. Check E-mail, Voice Mail, and all other assigned mailboxes periodically each workday.
 - d. Route and distribute all OVWI-related paperwork.
 - e. Process Chapter 51.15 and 51.45 paperwork for the Probate Court.
 - f. Type and complete traffic “crime” folders for the District Attorney’s Office.
 - g. Process citations to be forwarded to the District Attorney’s Office.
 - h. Maintain a TIME system certification.
 - i. Work closely with members of the District Attorney’s Office.
 - j. Sort and file correspondence, forms or other materials numerically, alphabetically, or by predetermined classification.
 - k. Type letters, forms, reports, tabulations and other materials according to established format from copy or rough draft.
 - l. Exercise discretion and sound judgement on clerical procedures; develop and implement procedures for expediting the flow of clerical work.
 - m. Secure necessary information for attorneys, citizens, law enforcement, and judicial personnel.
 - n. Perform receptionist duties by answering telephones, routing calls, taking messages.
 - o. Assist other Department clerical staff on a “fill in” or “as needed” basis.
 - p. Perform other duties as assigned by the Sergeant of Police – Courts.

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