



City of Racine Police Department
Policy and Procedure

Number: 342

Subject: Duties and Responsibilities - Clerk – Municipal Court		
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1. Appointment. The Chief of Police shall appoint the Municipal 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 Municipal Court Clerk shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to Municipal 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. Prepare appropriate reports for presentation in court proceedings.
 - e. Process all citations for Municipal Court.
 - f. Print Badger TraCs citations, with the assistance of Records personnel, for Municipal Court.
 - g. Work closely with members of the City Attorney's Office.
 - h. Obtain certified driver's records of defendants from the Motor Vehicle Department.
 - i. Enter dispositions for citations as defendants appear in Municipal Court for arraignments.
 - j. Ensure that officers and civilians are subpoenaed into the proper court for testimony as needed.
 - k. Exercise discretion and sound judgement on clerical procedures; develop and implement procedures for expediting the flow of clerical work.
 - l. Secure necessary information for attorneys, citizens, law enforcement, and judicial personnel.
 - m. Enter data into PHOENIX computer with updates to citations.
 - n. Maintain a TIME System certification
 - 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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