

**ORDINANCE NO. 2014 - 04**

**AN ORDINANCE OUTLINING THE BASIC DUTIES OF THE BULL SHOALS,  
ARKANSAS DISTRICT COURT CLERK AND IN HER ABSENCE, THE DEPUTY  
BULL SHOALS, ARKANSAS DISTRICT COURT CLERK**

Be it ordained by the City Council of the city of Bull Shoals, Arkansas:

**SECTION 1.** The Bull Shoals, Arkansas District and Deputy Court Clerk will be under the Administrative (Executive) branch of government and report to the Marion County District Court Judge and the Mayor of Bull Shoals.

**SECTION 2.** The District and Deputy Court Clerk perform a wide variety of specialized clerical duties including, but not limited to:

1. Receive, review, process and prepare required court documents.
2. Maintain official records for court actions and proceedings.
3. Collect fees and fines
4. Certify documents
5. Attend Court sessions, record minutes and provide support proceedings.
6. Perform related duties as required.

Work is performed according to the established policies and procedures requiring the exercise of judgment. The District and Deputy District Court Clerk assures that the court runs smoothly in accordance with prescribed procedures. This position is under the direct supervision of the Marion County District Court Judge. The position ultimately falls under the final authority of the Mayor of the City of Bull Shoals.

**SECTION 3.** Responsibilities of the District and Deputy Court Clerk will consist of, but not limited to:

1. Administer all and direct non-judicial operations and functions of the Marion County District Court.
2. Record judgment, rulings, orders, documents and other criminal and traffic proceedings of the court.
3. Assist the judge during court.
4. Oversee all court documents.
5. Maintain court documents.
6. Input citations into computerized system.
7. Provide appropriate information in response to questions regarding case status, fines processes and appearances.
8. Assemble court docket.
9. Issue and track continuances.
10. Issue and track failure to appear, failure to pay and affidavit warrants.
11. Issue summons and subpoenas.

12. Issue administrative drivers license suspensions and reinstatements.
13. Issue court ordered refunds.
14. Remit dispositions to Driver Control and Arkansas Crime Information Center (ACIC).
15. Be responsible for and handle large amounts of money.
16. Receive fine payments.
17. Reconcile receipts and monies collected and make deposited of same.
18. Prepare and submit monthly reports to the Administrative Office of Courts.
19. Maintain current warrant list on cities' website.
20. Work with community Service Coordinator to keep track of Community Service time.

**SECTION 4.** The qualifications for the District and Deputy District Court Clerk in order to perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A basic knowledge of:

1. Modern office methods, practices, procedure and computer equipment.
2. Basic principles and procedures of record keeping.
3. English usage, spelling grammar and punctuation.
4. Basic business letter writing and report preparation.

And the Ability to:

1. Learn the organization, procedures and operating details of a district court system.
2. Learn to perform specialized court clerk work under minimal supervision.
3. Learn to correctly interpret and apply the laws, codes, polices and procedures related to processing of court documents.
4. Work courteously with the general public both in person and on the telephone.
5. Maintain accurate records and files.
6. Make mathematical calculations quickly and accurately.
7. Make decisions in accordance with the laws, codes, ordinances, regulations and established policies.
8. Handle and maintain confidentiality of information.
9. Type at a speed necessary for a successful job performance.
10. Pass a background check and physical exam/drug screen.
11. Accurately account for and maintain large amounts of money.
12. Organize, analyze and coordinate activities and documents.
13. Communicate clearly and concisely, both orally and in writing.

**SECTION 5.** To be a certified in the optional certification program a clerk must complete a minimum of twenty-eight (28) hours including instruction in these following areas:

1. Financial and accounting responsibility of the clerk
2. Filing and docketing responsibility of the clerk
3. Office and courtroom management, behavior and dress
4. Substantive law update, civil and criminal.

**SECTION 6.** Professionalism for Court Clerk(s):

1. While some States have a specific code or standards that applies to non-judicial employees Arkansas does not. The office of District Court Clerk is an integral part of the justice system. As a matter of practice, court clerks should conduct themselves in a professional manner.

2. On the matter of confidentiality, clerks should remember that cases are decided on their merits. Justice cannot be achieved unless all court employees maintain confidentiality. Matters discussed in confidence with the judge or attorneys should never be disclosed to members of the public. On the other hand, the clerk should remember the court system is a public institution. Members of the public have a right to attend sessions of court and have access to court records. Being an employee of the court system is a matter of public trust and the court clerk must uphold the integrity of the system.

**SECTION 7.** Education and/or Experience:

1. Completion of a standard high school program
2. Must be eighteen (18) years of age.
3. Must be a U.S. citizen.
4. No felony convictions or pending case(s).
5. Type error free approximately fifty (50) words per minute.

**EMERGENCY CLAUSE:** The City of Bull Shoals has had a District Court Clerk for many years, but has never provided the Clerk and/or Deputy Clerk with the guidance needed to perform his/her position in accordance with standards provided by law, a code of conduct and administrative duties. For these reasons and to generate a more efficient relationship with the Court and City an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after the date of passage.

**PASSED AND ADOPTED** by the City Council of the City of Bull Shoals, Arkansas on this 26<sup>th</sup> day of June, 2014.

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APPROVED: Bruce E. Powell  
Bruce E. Powell - Mayor

ATTESTED: Jenny Hargleroad  
Jenny Hargleroad - Recorder/Treasurer

I, Jenny Hargleroad, Recorder/Treasurer of the City of Bull Shoals, Arkansas certify that this Ordinance has been posted in five (5) of the most public places in the City of Bull Shoals, Arkansas.

POSTED: \_\_\_\_\_, 2014

POSTED BY: \_\_\_\_\_

## Bull Shoals District Court

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**From:** Roger Morgan <rlm@johnsonsandersonmorgan.com>  
**Sent:** Wednesday, June 18, 2014 6:53 AM  
**To:** bullshoalsdistrictcourt@suddenlinkmail.com  
**Subject:** Ordinance No. 2014-04

At your request I have reviewed the above referenced Ordinance and hereby approve its form and contents. Please let me know if you should have any additional questions regarding this matter. Roger Morgan