



CITY OF CHAMBLEE

MUNICIPAL COURT

4445 BUFORD HIGHWAY CHAMBLEE, GA 30341

TO: Kristen Gorham, City Manager
FROM: Barry Anderson, Court Administrator
DATE: March 5, 2025
RE: Request for Additional Staffing and Position Reclassification

Purpose:

This letter outlines the need to hire additional staff and reclassify current positions within the Chamblee Municipal Court to improve court operations. The reorganization aims to address the increasing workload and provide more effective management of traffic offenses, code violations, licensing hearings, and daily court functions.

Current Staffing:

The Chamblee Municipal Court currently has 4 employees:

- (1) Court Administrator
- (2) Assistant Court Clerks
- (1) Court Office Assistant

Recommendation:

To ensure efficient operations in light of increased court activity, I recommend the following restructuring:

- (1) Court Administrator (Chief Court Clerk/Primary TAC)
- (2) Deputy Court Clerks (Reclassify current Assistant Court Clerks)
- (1) Assistant Court Clerk
- (1) Part-Time Court Office Assistant

This restructuring will allow for more effective management of court functions while maintaining high levels of customer service internally and externally.

Rationale:

Since March 2022, the Municipal Court's workload has increased significantly. This surge, particularly in traffic offenses, code violations, and business licensing, has outgrown the current structure.

In March 2024, the court added a second part-time Court Office Assistant in anticipation of the Court Clerk's retirement.

Following the Court Clerk's retirement, the duties were shared between two Assistant Court Clerks. However, the additional part-time staff did not yield the expected quality of work and was terminated in September 2024.

Based on evaluations and consultations with surrounding municipal courts, the recommended structure will better meet the court's needs.



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Details of Proposed Positions:

Deputy Court Clerk Salary Range: \$53,480 - \$85,562
Essential functions: [See Appendix A]

Assistant Court Clerk Salary Range: \$50,287 - \$70,143
Essential functions: [See Appendix B]

Budget Request:

The following funding is requested to support the proposed staffing changes for the remainder of 2025:

Salaries & Benefits: \$45,000

Education & Training: \$2,500

Equipment (Two monitors, Laptop, Printer, Scanner, Keyboard/Mouse): \$2,000

Total Funding Request: \$49,500

Outlook:

By reclassifying the current Assistant Court Clerks to Deputy Court Clerks and hiring an additional Assistant Court Clerk, the Municipal Court will be better positioned to handle the increasing demands of the city and ensure continued high-quality court services.

Thank you for your consideration of this request.

Sincerely,
Barry Anderson
Court Administrator

Essential Functions

- Respond to requests for information and documents via phone, email, and in-person inquiries from attorneys, law enforcement, probation, and the public.
- Answer phones, assist customers face to face, and accept fine/bond payments.
- Responsible for running histories for court (Drivers, Criminal, and Tags).
- Prepare and schedule court trials; process and send out subpoenas; gather and upload police reports, videos and other materials.
- Manage court session operations by providing support to judges, solicitors, public defenders, probation, interpreters, defendants and bailiffs.
- Prepare inmate list, coordinates prisoner transport between bailiffs and Dekalb Jail, and communicate with all parties via email.
- Create monthly code enforcement calendar. Tracks failures to appear and communicates with the judge and code enforcement supervisor regarding warrant issuance.
- Responsible for closing out court; preparing probation orders, entering dispositions and fine payments into Courtware, transmitting failures to appear and license suspensions to DDS, sending electronic dispositions through GECPS.
- Draft bench warrants for the judge's signature, enter warrants into Zuercher, remove warrants from Zuercher and GCIC.
- Ensure cases along with all appropriate documentation and checks are transferred or bound over to the proper court (Juvenile, State, or Superior)
- Respond to Open Records Requests (GovQA), prepare certified dispositions, and driver license release forms.
- Prepare and mail out FTA warning letters, Rule Nisi hearing notices, rescheduling notices, and send suspended/revoked driver's license collected by police to DDS.
- Perform record restrictions and updating of criminal histories in CCH.
- Keeping track of each court session deposit, collecting payments deposited in the safe and reporting to finance.
- Maintaining City Abatement files
- Training new employees
- Attend training sessions, meetings, seminars, workshops, etc. to enhance job knowledge and skills.

Assistant Court Clerk | Job Description

Essential Functions

- Support Deputy Court Clerk in day-to-day operations of the court.
- Assist and respond to requests for information and documents via phone, email, and in-person inquiries from attorneys, law enforcement, probation, and the public.
- Answer phones, assist customers face to face, and accept fines, fees and bond payments.
- Receives citations from the Police Department and Code Enforcement.
- Open and process mail addressed to the Municipal Court
- Reconcile daily receipts and submit report to Deputy Court Clerk.
- Review citations for errors before scanning or manually entering into Courtware.
- Scan fingerprint cards into Courtware and Zuercher.
- Prepare the dockets or lists of scheduled cases. Schedule/reschedule court proceedings.
- Categorizes, files, and maintains court documents.
- Assist Deputy Court Clerk with court sessions as needed.
- Attend training sessions, meetings, seminars, workshops, etc. to enhance job knowledge and skills.