Municipal Clerk and Municipal Courts Department

Municipal Clerk Richarda Duffy Momsen

Administrative Division

Office of the Director
1.0 Municipal Clerk
1.0 Asst Municipal Clerk-Courts
1.0 Business & Cust Svc Asst Mgr
1.0 Business Systems Analyst
1.0 Research Assistant

Finance

Human Resources
1.0 Acct/Payroll Clerk

Grants Administration
1.0 Juvenile Case Manager

Municipal Clerk Division

Municipal Clerk Program
1.0 Asst Municipal Clerk
1.0 Admin Assistant
1.0 Accessibility Specialist
1.0 Senior Secretary
2.0 Senior Office Assistants

Court Case Management Division

Case Initiation Program
1.0 Office Supervisor
8.0 Senior Office Assistants

Court Hearing Administration Program
1.0 Office Supervisor
4.0 Senior Office Assistant
6.0 Deputy Court Clerks

Judicial Support Program
1.0 Office Manager
9.0 Senior Deputy Court Clerks

Civil Adjudication Program
.90 Hearing Officer
1.0- Deputy Court Clerk

Sentencing Compliance & Community Service Program
1.0 Sentencing Coordinator
1.0 Senior Deputy Court Clerk
. 75 -Deputy Court Clerk

Warrant Administration Program
1.0 Warrant Supervisor
8.0 Deputy Court Clerks
2.0 Senior Office Assistants

Fine Collection and Disbursement Division

Fine Collection and Disbursement Program
1.0 Revenue Processing Supervisor
14.0 Customer Service Reps

Fine Enforcement and Notifications Program
1.0 Cust Relations Billing Supervisor
3.0 Cust Relations Clerks
2.0 Senior Office Assistant

Administrative Division	FTE = 7.0
Municipal Clerk Division	FTE = 6.0
Court Case Mgmt Division	FTE = 45.65
Fine Collection & Disbursement	FTE = 21.0

Judiciary = 6 Elected Judges
2 Full Time Appointed Judges
12 Part Time Associate Judges