



APPLICATIONS ACCEPTED UNTIL FILLED

Pay Rate: \$11.27/hr. – No Benefits

PART-TIME CLERK – MUNICIPAL COURT

JOB SUMMARY

Under the supervision of the Court Clerk, receives payments for fines and performs routine clerical data entry and typing duties related to the processing of Municipal citations and collections.

RESPONSIBILITIES AND DUTIES

1. Accepts and records payment of bonds and fines, balances assigned money drawer.
2. Performs general clerical duties, such as data entry, filing, and record updates on cases (i.e. new addresses/phone numbers; court dates, etc).
3. Answers multi-line phone system.
4. Types various correspondence such as court date notification letters, parking and traffic notices/letters, etc.
5. Performs other duties as required or assigned.

JOB REQUIREMENTS

1. Knowledge of general clerical procedures and basic bookkeeping.
2. Skill in the accurate use of computer and calculator.
3. Ability to relate to people using tact and diplomacy.
4. Ability to follow oral and written directions.
5. Ability to work late when court is in session.
6. Ability to organize work and meet deadlines.
7. Ability to learn quickly and remember details.
8. Ability to learn City ordinances and court procedures.
9. Ability to write quickly and legibly.

DIFFICULTY OF WORK

Work is of a routine nature following standardized procedures. Recordkeeping requires a high degree of accuracy and worker must be able to coordinate a variety of activities to meet deadlines.

INTERPERSONAL RELATIONS

Worker is in continuous contact with the public and police personnel and must be able to relate to others with tact and diplomacy. Social skills are important in this position.

WORKING CONDITIONS

Working conditions are generally comfortable but worker must be able to withstand stress in dealing with irate customers. Worker may be required to work evenings when court is in session.

PHYSICAL EFFORT

Normal physical effort is required.

- a. Ability to use a computer, typewriter and calculator.
- b. Ability to write or type quickly and legibly.
- c. Ability to sit for long periods of time.
- d. Ability to stand for prolonged periods of time when working the counter.
- e. Ability to use a telephone.
- f. Ability to alphabetize paperwork accurately.
- g. Ability to vary hours if needed.

SUPERVISION

Employee does not supervise others. Worker receives daily supervision and direction by the Court Clerk with formal review by the Municipal Prosecutor.

EDUCATION AND EXPERIENCE

High school graduate or equivalent and must pass clerical test and typing of 40 wpm. Previous clerical experience preferred.

May 2017
NON-EXEMPT