

CITY OF HALLSVILLE

JOB DESCRIPTION: Municipal Court Clerk --
DEPARTMENT: General

Job description specifications are intended to present a descriptive list of the range of duties performed by employees in this job, along with any other job task that is asked of you. Specifications are not intended to reflect all duties performed within the job.

GENERAL PURPOSE

Performs a wide variety of professional, administrative and clerical duties for the City Secretary, Internal Auditor, Municipal Court, Police Department, and Mayor.

SUPERVISION

Works under the supervision of the City Secretary

REQUIRED DUTIES AND RESPONSIBILITIES

- Assists City Secretary, Internal Auditor, Municipal Judge, Police Department and Mayor as needed
- Excellent telephone skills – good telephone manners are a must (Head set will be available)
- Excellent customer service skills
- Greets all customers upon entering and leaving the building
- Maintains citation information and takes citation payments
- Attends court for Pre-Trials
- Maintains Court Docket
- Maintains Accident Reports
- Maintains Certification and 20 Hours CE Yearly
- Good knowledge of the functions of a calculator
- Good knowledge of balancing cash drawer on a daily basis
- Good organizational skills
- Excellent computer skills
- Taking required 15 minute break at 10:30 am and 3:30 pm daily
- Assisting in Water Department – will be cross trained in this area
- Assists in taking bank deposits to bank and mail drops
- Attends training when offered
- Maintains outdoor bulletin board
- Assists with maintenance of indoor bulletin board and decorate
- Maintains collections and Omnibase files

HOURS

8:00 AM – 5:00 PM Monday thru Friday, required to take two 15 minute breaks and 1 hour lunch daily

DRESS

Professional and appropriate dress required

EMPLOYEE HANDBOOK

Have read and understand and is required to be in compliance with handbook at all times

VOLUNTEER DUTIES

Western Days, National Night Out, and Spring Clean Up

Whenever asked for volunteer help, always try to help one way or another.