



Court / Office Clerk Position Description

Status: Non-Exempt, Full-Time Position
Supervisor Title: City Clerk
Department: Administration

Summary

Performs routine clerical, administrative, data processing and customer service for the City of Clearwater and Clearwater Municipal Court.

Job Functions:

- Greets the public entering City Hall and assists them with their needs or questions relative to administrative/departmental functions.
- Answers incoming telephone calls, questions, concerns, and complaints by the public.
- Answer inquiries regarding city ordinances, policies, and procedures.
- Attend and record proceedings for Municipal Court.
- Construct, maintains, and prepare files and calendars for Clearwater Municipal Court. To include but not limited to processing court rulings; processing timely notices to defendants of arraignments, trials, and hearings; correspondence between judge, prosecutor, police, and probation officer.
- Shall comply with appropriate Federal and State regulations regarding criminal history records information.
- Performs various clerical duties.
- Assists Deputy Clerk with preparing for monthly utility billing.
- Assists customers with utility bill questions as needed.
- Processes work orders for utility service requests.
- Responsible for collecting, balancing, and depositing large sums of money.
- Fields questions, concerns, and complaints from the public and directs them to the appropriate staff.
- Assists citizens city permits.
- Schedules use of City facilities.
- Attend seminars and workshops related to the Court Clerks duties and responsibilities.
- Provides support to the City Administrator and City Clerk as needed.
- Performs numerous clerical tasks and other related responsibilities, as necessary.

Skills:

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
- Skill in operating office tools and equipment.

- Able to read maps, recognize directions and understand addresses.
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.
- Able to read and understand City codes, ordinances and resolutions as well as explain them to citizens.

Education/ Experience:

- Graduation from a high school or GED equivalent with specialized course work in Microsoft Office.
- Experience working in a municipality for 1 to 2 years is preferred.
- Any equivalent combination of education and experience, with additional experience substituting for the required college level training or a year for year basis.

Licenses Required:

- None

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

Special Requirements

- None

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors in a typical office setting environment.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.