

Administrative Clerk

Department: Municipal Court
Reports to: Finance Director
Hiring Pay: \$15.352 Hourly
FLSA Status: Part-Time (20 hrs week)

JOB SUMMARY

This part-time position reports directly to the Court Administrator, under the general supervision of the Finance Director, performing a variety of clerical and administrative duties with basic knowledge of Court procedures and general technical skills. This position requires an elevated level of integrity and professional office etiquette, and the ideal incumbent must be willing to learn and adhere to procedures and policies related to the Athens Municipal Court. Duties include, but are not limited to, providing support to the Court Administrator including filing, organizing citations for Court dockets, copying, and scanning information, generating letters, entering citations into Court software, performing cashier duties, answering the phone, and greeting defendants. The Administrative Clerk will greet City Hall patrons and provide general customer support as needed.

QUALIFICATIONS

Education and Experience:

- Must be a citizen of the United States or eligible to work in the United States.
- A high school diploma or GED is required.
- Must have a valid class C driver's license issued by the State of Texas.
- One to three years of clerical and/or customer service experience is required to successfully perform duties and responsibilities herein. Preference will be given to applicants with prior Court experience.

Knowledge, Skills, and Abilities:

- Knowledge of clerical procedures related to Court operations.
- Professional office etiquette and friendly demeanor.
- Ability to learn quickly and follow instructions.
- Effective verbal and written communication.
- Ability to compose professional letters with proper grammar and punctuation.
- Familiarity of cash handling responsibilities and reconciliation.
- Ability to operate a variety of modern office equipment, including P/C, Copier/Scanner/Fax combo.
- Must be dependable and punctual.
- Ability to effectively communicate and use good judgment managing demanding situations.
- Must be meticulous and thorough.
- Ability to work independently.
- Flexibility and focus required to accomplish tasks with interruptions.

- Bilingual abilities preferred.

ESSENTIAL JOB FUNCTIONS

- Entering citations received by Athens Municipal Court into the City's Incode Municipal Court system. Documenting clerk comments and citation notes on system records.
- Organizing citation information including filing, labeling, alphabetizing, matching payments to files, and collating important documents with citations.
- Pulling weekly Court dockets as set by the Court Administrator.
- Opening incoming mail and date-stamping/sorting/organizing as requested by Court Administrator.
- Gathering information for Open Records Requests as received by the Court.
- Serving as a cashier for the Court. Accepting money in the form of cash, money orders, credit cards and issues receipts. Assisting with reconciling daily deposits to system reports and preparing bank deposit.
- Processing pleas and other requested documents for Court Administrator review.
- Preparing letters for extensions, deferred dispositions, community service orders/time sheets, defensive driving requests for Court Administrator review.
- Ensuring the Court has available copies of all forms and assisting Court Administrator with form updates as needed.
- Providing exceptional customer service for all City Hall patrons via phone or in person.
- Performing other job-related duties as assigned.

PHYSICAL REQUIREMENTS

This position must be able to work indoors in a fast-paced office environment. Physical requirements include the ability to lift/carry up to twenty-five pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion including stooping/kneeling, squatting, bending, and reaching to perform essential functions. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate computer, and to operate other standardized office equipment, constantly requiring repetitive motions. Minimal travel required as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office environment, vehicles, and occasional outdoor settings.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be incidental in the performing of their duties just as though they were written out in this job description.