



CITY OF PLEASANT VALLEY POSITION DESCRIPTION

TITLE: Court Clerk/Administration Clerk
REPORTS TO: City Clerk/Court Administrator
FLSA STATUS: Non-Exempt

DATE: February 10, 2017
STATUS: Part Time
(20-25 Hours)

JOB SUMMARY STATEMENT:

Performs administrative and clerical tasks for the court and administration departments.

DUTIES AND RESPONSIBILITIES:

Court

1. Assists in preparation for court. Court is held on the 2nd and 4th Monday. Court begins at 5:30pm.
2. Checks in defendants on docket at the registration desk. Assists with any other court tasks assigned by the Court Administrator which, could include but are not limited to, processing payments, delivering of court files, entering information in court management software.

Administration

1. Files various types of records and assists with records management in accordance with the City's retention schedules.
2. Answers phone and assists customers at the window. Examples of types of transactions will be business licensing, building permits, pet tag registration, tax questions.
3. Assists in creating and updating data base of building permits and various capital improvements city projects prepared by the City Engineer.
4. Assists City Clerk with indexing of ordinances.
5. Other tasks as assigned by the City Clerk.

The above essential duties and responsibilities include those tasks, physical and mental requirements, visual requirement, unique physical surroundings and mental/cognitive abilities required to perform the essential elements of the position.

GENERAL QUALIFICATIONS AND COMPETENCIES:

1. **Formal education and Special License(s)/Certifications** – High school diploma/GED, or equivalent education required; Associates Degree in Accounting, Legal or Office Administration a plus.
2. **Professional Experience** – At least three years of professional experience in an office preferred, with further preference for experience in court or government. Some cash handling and/or accounting experience is also helpful.



3. **Physical and Interaction Skills** - Skill in operating personal computer with Microsoft Office programs such as Word, Excel and Outlook; skill in typing, filing and record keeping; skill in interpreting and understanding records retention schedules; knowledge of general office procedures; knowledge of cash handling principles; knowledge of government operations and procedures.
4. **Mental and Communication Requirements** – Must have the ability to establish and maintain professional, positive working relationships with City staff and citizens. Must have the ability to communicate effectively both verbally and in writing; ability to understand and follow verbal and written instructions; ability to read, understand, and categorize documents in accordance with the records management procedures; ability to perform tasks with minimum supervision or directives; ability to both provide and receive constructive criticism and engagement with others.
5. **Physical Requirements** - Must be able to sit for prolonged periods; must be able to stand for prolonged periods; must be able to listen to normal conversation; must be able to walk occasionally, and use hands and fingers to operate, handle, or feel objects, tools, or controls; must be able to reach with hands and arms; must be able to have vision sufficient to see close up and have the ability to adjust focus; and, must be able to occasionally move up to 40 pounds a distance of 25 feet.

The preceding position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.