

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: Administrative Assistant / Municipal Court Clerk

DEPARTMENTS: Administration/~~judicial~~ **Municipal Court**

REPORTS TO: Deputy City Secretary

JOB SUMMARY:

The Administrative Assistant / Municipal Court Clerk shall ~~provide clerical assistance necessary to~~ process ~~all aspects of various~~ criminal and civil complaints, enter citations, issue warrants ~~and notices, attend court, and provide customer service in regard to~~ ~~respond to court-related~~ inquiries, ~~perform general receptionist duties~~, be the go-to person for city staff regarding phone, cell phone, email, IT, website, social media and on-line conferencing resources, assist the Deputy City Secretary, ~~and and/or complaints, late payments, cut-offs, etc.~~, serve as back-up for the Utility Clerk. This position does not supervise any other positions.

EXAMPLES OF JOB DUTIES:

Performs general receptionist duties, including answering incoming phone calls, providing information and directing callers as necessary.

Processes citation information in computer daily, calculates and collects fines and payments.

Prepares documentation for regular mailings of notice, complaints and warrants. Assists in scheduling court dates and assists in court sessions.

Maintains and updates court records.

Maintains and updates complex filing systems, both manual and computerized

Composes and prepares correspondence relevant to complaints, citations and judgements.

~~Provides support to city staff through providing equipment, contact information, account set up, and passwords and the scheduling of contractor services for phone, cell phone, email, IT, website, social media and on-line meeting resources.~~

~~Receives payments and posts to customer accounts.~~

Assists with processing Utility payments, sets up new utility customer accounts, and arrange for connection of service, etc.

Delivers deposits to the bank and picks up mail at post office, when needed.

Performs other such duties as may be required.

WORKING CONDITIONS:

Works in a comfortable environment. Subject to intermittent times of stress, especially when dealing with the general public.

KNOWLEDGES, SKILLS AND ABILITIES:

Ability to communicate clearly and effectively, both orally and in writing.

A high degree of time-management and organizational skills are required.

EDUCATION AND EXPERIENCE:

High School Diploma or G.E.D. required.

Helpful to have municipal experience in utility billing or municipal court and knowledge of billing software.

Will be required to attend Municipal Court Clerk Orientation Training.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.