

**City of Sedgwick  
City Council Meeting  
September 06, 2023**

**TO: Mayor and City Council**

**SUBJECT: Position Descriptions**

**INITIATED BY: Administration**

**AGENDA: New Business**

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**Recommendation:** Approve the updated position descriptions for the Police/Court Clerk position.

**Background:** Per the *Personnel Policies and Guidelines Manual* adopted on January 4, 2023, all changes of position descriptions and/or creation of new positions must be authorized by the City Council.

Minor updates were made to the position description for the Police/Court Clerk position.

**Financial Considerations:** None.

**Recommendations/Actions:** It is recommended that the City Council approve the job descriptions as proposed.

**Attachment:** Job Descriptions.

# POLICE/COURT CLERK

City of Sedgwick

Police Department

## POSITION SUMMARY

The position of the Police/Court Clerk is under the supervision of the Chief of Police. This employee assists in many functions necessary to maintain and operate the police and municipal court records. This employee performs accounting and clerical tasks. Duties include answering the telephone and directing inquiries to the proper person, word processing, filing, and researching information. Compiling and entering data into the department computers and other duties of an occasionally complex nature and dealing with the public in a courteous manner. Incumbent will be required to attend court of the City of Sedgwick the first Wednesday of each month.

## ESSENTIAL FUNCTIONS

- Manages and oversees all court operations and functions;
- Assists municipal judge during court hearings;
- Prepares all court documents as needed;
- Receives, records, and banks court payments;
- Processes delinquent accounts;
- Serves as Probation Officer;
- Liaisons with police department;
- Coordinates and tracks code enforcement activities with police department;
- Assists citizens with concerns, complaints, and questions;
- Maintains connectivity for KCJIS, process and track KCJIS audits
- Research information as directed and is responsible for compiling required documents for external audits

## MARGINAL FUNCTIONS

- Maintains documents at year end;
- Assists with creation of periodic reports;
- Serves as public notary;
- Performs other duties as deemed necessary or assigned.

## POSITION REQUIREMENTS

**Experience:** This is an entry-level position. Two years of basic office and accounting experience is required. Employee is expected to attend training as assigned by the Police Chief.

**Education:** A high school diploma or GED is required.

<b>Classification OverView</b>	
<b>FLSA:</b>	NON-EXEMPT
<b>ADA:</b>	APPLICABLE
<b>FMLA:</b>	INELIGIBLE
<b>OSHA:</b>	BLOODBORNE PATHOGENS
<b>WORKING CONDITIONS:</b>	HAZARDOUS MATERIALS ERGONOMIC SITUATIONS

**Technical Skills:** The ability and willingness to learn about municipal accounting procedures and principles, mathematics, computers, and word processing is required. This employee must be able to efficiently operate computers, printers, telephone systems, copiers, and other office equipment. The ability to type with speed and accuracy, to interpret data, to follow department policies, and to read and interpret written instructions, reports, and other official documents is required. This employee should possess strong organizational, public relations, and oral and written communication skills.

**Problem Solving:** Frequent problem solving is involved in this position. This employee encounters problems when dealing with citizen concerns and complaints and scheduling priorities.

**Decision Making:** Frequent decision making is involved in this position. This employee makes decisions about prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Financial Accountability:** This employee is required to be bonded. This employee does not have authority to purchase equipment and does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel is expected. Occasional contact with the organization's elected or appointed officials and governing body is likely.

**Working Conditions:** No adverse working conditions exist within this position. Working in an office setting with a computer and other office machines is the primary aspect of this position. Will occasionally come in contact with angry citizens. Must maintain a professional and courteous demeanor.

**Physical Requirements:** Physical activity associated with working in an office setting is required to perform the daily duties of this position. Some manual labor including bending, kneeling, lifting, and carrying heavy boxes is required occasionally. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions and from other workers and the general public.

The employee must occasionally lift and/or move up to forty (40) pounds.

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***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.***

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**This job description was last updated September 6, 2023.**