

CITY OF WESTON

JOB DESCRIPTION: ASSISTANT CITY RECORDER / COURT CLERK

PURPOSE OF POSITION: Perform a variety of secretarial and accounting-related tasks in support of the City and Municipal Court.

PRINCIPAL DUTIES:

Perform a variety of general office support activities in support of City Hall and Municipal Court including: answer telephone, determine nature of call, route to appropriate person or department or take messages as necessary; greet visitors in a professional, business-like manner, referring to other persons as appropriate; maintain schedules, files and records; compose and/or type correspondence, reports, forms, dockets, abstracts, etc.

Prepare utility billing. Enter data to computer, print and review reports, print and disburse statements and prepare for mailing. Accept and post utility account payments. Receive payments for other fees and charges. Balance cash register as scheduled. Prepare process work orders for new meter installation, other public works service requests, shut offs and re-connects for new accounts, etc. Calculate pro-rated utility billings as necessary.

Attend municipal Court sessions. File tickets, collect fines, process failure to appear and show cause papers. Make arrangements for monthly payments. Perform necessary follow-up on non-payments. Prepare monthly reports and court statistical reports, etc. Prepare abstracts on dispositions and send to Department of Motor Vehicles. Request disbursement of bails, bail refunds, bail forfeitures. Issue warrants, suspensions and reinstatement orders approved by the Court. Prepare defendant files and follow-up as necessary. Maintain closed files to comply with records retention laws. Work with the city's ordinance control official and perform all clerical duties as assigned.

Compose letters, reports, and agendas, etc. from brief verbal instructions, or as directed from own knowledge of situations or information obtained from others. Type and edit correspondence, reports, forms, etc. as requested. Develop and maintain office forms and procedures to assure organized processing of information and requests. Work with website administrator.

Maintain cooperative working relationships with City staff, other organizations and the public.

Follow all safety rules and procedures for work areas.

Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

Ability to work independently and to make good judgement.

Ability to work with the public, council members, committee members and employees.

Ability to create a pleasant environment, being aware of a positive public image.

Excellent written and verbal communications skills. Excellent computation skills and mathematical ability.

Experience with computer programs for word processing, spreadsheets, AR & AP programs, payroll systems.

Ability to establish and maintain prescribed departmental routines.

Ability to assure privacy and confidential information.

Ability to handle criticism and complaints in an effective manner. Ability to take direction.

Ability to handle multiple tasks and completion of tasks in set time frames.

Ability to be timely in attendance, job schedules and work assignments.

Ability to attend classes and training to enhance job performance.

EDUCATION & EXPERIENCE REQUIREMENT:

Equivalent to/or High School diploma.

Over one year experience involving secretarial and/or accounting duties, or any satisfactory combination of experience and training which demonstrates knowledge, skills and abilities to perform the above duties.