



# City of Big Sandy

PO Box 986 ~ Big Sandy, Texas 75755  
903.636.4343 ~ 903.636.4413 fax

## COURT CLERK/ASSISTANT RECEPTIONIST

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### JOB DESCRIPTION & PERFORMANCE REQUIREMENTS

<b>Position Title:</b>	<b>Court Clerk/Assistant Receptionist</b>
<b>Department:</b>	<b>Municipal Court</b>
<b>FSLA:</b>	<b>Part-time, Non-exempt</b>
<b>Supervisor:</b>	<b>City Secretary</b>
<b>Pay Range:</b>	<b>Depending on Experience</b>

**Job Summary:** The court clerk/assistant receptionist performs a wide variety of specialized and confidential duties in support of all city departments, especially the municipal court and providing backup for the receptionist. As court clerk, accepts and processes citations and payments for court fines, issues summons and warrants as needed, and maintains all defendant files and records for the Municipal Court.

#### Essential Duties and Responsibilities:

1. Comply with the City of Big Sandy Personnel Policies, including arriving at work on time, maintaining a reliable level of attendance and following an assigned work schedule
2. Assist the public in person and by phone in an accurate, timely and professional manner, including helping customers with questions and concerns
3. Accept, collect, and process court fines; sort and balance receipts and payments, maintain a balanced cash drawer and prepare deposit(s) as needed
4. Accept and process citations, including preparing summons, warrants and making all necessary entries in the court software program
5. Serve as a knowledge resource for information regarding Court policies & procedures
6. Compile, type, record and file a wide variety of court records, reports and materials including citations, complaints, letters, reports, summons, and warrants
7. Serve as primary backup for the Receptionist/Utility Clerk: collect utility payments and take messages for all city departments and deliver them appropriately in a timely and professional manner
8. Assist City Secretary with administrative duties
9. Operate a computer terminal and printer to compile, enter, modify, record and retrieve a wide variety of court documents, reports, records, letters and other material
10. Communicate effectively & courteously with the public, co-workers and city council
11. Maintain confidentiality of all Municipal court records and information
12. Perform all other duties as may be assigned or required

**Minimum Job Requirements:**

- High School Diploma or equivalent
- Texas Class C Driver's License
- 6 months cashier, clerical and computer work experience requiring public contact

**Competencies:**

An employee's performance will be evaluated based on five competencies:

- 1) Job Performance; 2) Teamwork; 3) Customer Service; 4) Flexibility; and 5) Work Ethic

**Skills:**

- Possess a working knowledge of business English, both speaking and writing, including spelling, grammar and punctuation
- Ability to be alert, pleasant, have good communication skills, and develop effective working relationships with the public, co-workers and elected officials
- Ability to retain information confidentially and securely, and follow procedures
- Ability to maintain accurate record keeping, organization and maintenance of utility files
- Basic knowledge of computer data entry, filing, ten-key and cash handling skills
- Learn and correctly interpret and apply the laws, codes, policies and procedures related to all city operations
- Understand and carry out oral and written instructions
- Ability to perform work under minimal supervision
- Effectively meet deadlines
- Maintain a neat and organized office

**Work Environment:**

The physical demands and the work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The working environment is primarily inside with frequent exposure to outdoors.

**PHYSICAL DEMANDS** include the following:

1. Bending, climbing, kneeling, reaching, sitting, squatting, standing, talking, walking, hearing/listening, seeing/observing, and performing repetitive motions.
2. Lifting up to 25 pounds occasionally.
3. Specific vision abilities: close, distance, and peripheral vision, depth perception, and the ability to adjust focus.

**NON-PHYSICAL DEMANDS** may include: working closely with others as a member of the team. Time pressures, performing multiple tasks as well as frequent changing of tasks, maintaining composure when dealing with unhappy customers and working under distractions (telephone calls and other disturbances).

**DISCLAIMERS:** This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Big Sandy has the exclusive right to alter this job description at any time without notice.

**A criminal history, driver's license check and drug test are required for employment. The City of Big Sandy conducts random drug tests.**

The City of Big Sandy is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Big Sandy will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.