

POSITION: Cashier-Court Clerk

City of Neodesha

Administration Department

Pay Grade 02; \$14.00 ~ \$22.28

POSITION SUMMARY:

Under the supervision of the Utility Billing Supervisor and the City Clerk, the Cashier-Court Clerk is a non-exempt position under FLSA. This position will perform clerical duties and will primarily be responsible for receipting incoming payments to the City. This employee should possess strong communication, accounting, organizational, public relations and basic computer skills. This employee is also responsible for all duties as a Court Clerk pertaining to the efficient operation of a municipal court.

ESSENTIAL FUNCTIONS:

- Serves as central telephone operator for City Hall and much of the other City departments. Transfers calls to the appropriate personnel.
- Interacts with public by fielding questions, concerns and complaints, both in person and via telephone.
- Posts utility, court and miscellaneous receipts to proper accounts/funds as well as balancing and depositing these monies daily and maintaining applicable records.
- Empties the night depository daily and processes payments.
- Assigns court case numbers, maintains case records book, prepares court docket, maintains court calendar and attends court.
- Requests driving records from State, handles scheduling for arraignments, trials and reviews, submits tickets, sentences and fine amounts to State Driver Control.
- Receives and receipts court fines/fees, maintains ledger and calendar for receivables and collects on unpaid fines.
- Issues notices to appear, subpoenas, warrants and drivers license suspensions/reinstatements
- Prepares monthly and quarterly reports for various government agencies, internal departments and newspaper. This includes the monthly reporting to the state for fees and assessments.
- Interacts with relevant individuals regarding cases, correspondence, etc.
- Assists the Municipal Judge during court with all judicial requests.

MARGINAL FUNCTIONS:

- Assists other City Hall personnel as the need arises and as time permits.
- Pulls all faxes from the copier and distributes them to appropriate mailboxes or personnel.
- Ensures that the copier is always full of paper and toner.
- Keeps the postage machine “filled”.
- Prepares any mail ready to go out in the morning and does the mail run as well as make the bank deposits.

Cashier-Court Clerk
Position Requirements:

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Experience: No previous court experience is required, although it is helpful. Basic computer skills and knowledge of Excel is beneficial. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: The employee is required to have at a minimum, a high school diploma, or GED.

Technical Skills: Excellent customer service skills, oral and written communication skills and the ability to multi-task. The employee must possess the ability and willingness to learn about municipal accounting procedures. The employee must be able to read and interpret state statutes and city codes, as well as read and interpret financial records and reports. The employee should know how to use efficiently (or be able to learn) the use of computers, copiers, printers, postage machines, fax machines and office phone systems. Employee must have a Kansas drivers license and obtain a notary license.

Problem Solving: Problem solving is a factor in this position. Problems may include finding errors that may occur during the course of business and being able to solve them. The employee must also be able to handle successfully citizens with concerns and complaints and address them in a fair and equitable manner. The employee must be able to efficiently manage time in order to achieve all tasks that they are responsible for.

Decision Making: Some independent decision making is involved in this position. The employee makes decisions about prioritizing daily work assignments, and performing daily duties in the most efficient manner. The employee must be able to make consistent decisions when dealing with citizen concerns and complaints. The employee, once a problem or error has been identified, must be able to determine the best way to arrive at a solution.

Supervision: There may be occasional supervision from the Utility Billing Supervisor pertaining to the duties as stated. Regarding the court clerk duties as outlined, this position is not often supervised but the duties of this position are also defined by state statutes and city ordinances and will be overseen by the Municipal Judge and the City Attorney. The City Clerk may assign tasks from time to time. This position has no supervisory authority.

Financial Accountability: This position is responsible for city resources. This employee is not authorized to purchase supplies and/or equipment without prior approval. The employee is required to be bonded and is responsible for revenue generation but does not participate in the annual budget process.

Personal Relations: This position is in constant, daily contact with other employees at all levels of employment within the city and is also in contact with the City Administrator, members of the city's governing body, as well as the public. Therefore, it is important that this person be able to communicate effectively both orally and in written form.

Working Conditions: This position works in an office environment.

Physical Requirements: This position requires limited physical activity to perform daily tasks.

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.