

## CITY/COURT CLERK ASSISTANT

Revised 1/23/2019  
Non Exempt

### DESCRIPTION OF WORK

Under the direct supervision of the City/Court Clerk and in his/her absence the City Manager, carries out varied administrative duties involved with the operations at City Hall; handles the information aspects related to the main phone system by routing calls and people to the appropriate locations. Under supervision of the City/Court Clerk and with direction from the Municipal Court Judge, performs a wide variety of quasi-administrative work in preparation and participation in municipal court dockets.

### DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES ARE: Answers the telephone and directs all calls to the proper departments; posts agendas and packets to the City website; responds and assists with public inquires on City services; assists City/Court Clerk for administrative functions including records management and filing; requests made for City records under provisions of the Colorado Open Records Act; City Council agendas and packets, City Council meetings and minutes; processing transient merchant licensing, liquor and marijuana licenses, license transfers, new licenses and special event liquor permit requests; carries out work involved in court operations as needed; attends court hearings and pre-trial conferences as needed; prepares a variety of court documents including summonses, warrants, subpoenas, complaints, notices and transcripts of judgment; prepares and distributes pending dockets; prepares and tabulates docket sheets; indexes and assigns number to cases, and in performing court functions: schedules and sets case for court; receives and files documents and pleadings in actions; maintains records of proceedings; maintains court statistics and prepares and submits periodic reports; prepares for jury trials; seals court records as ordered by court; directs payment of fines to Cashier; and other duties as assigned.

OTHER DUTIES INCLUDE: performs other duties as assigned.

### QUALIFICATIONS

Basic knowledge of general office procedures and methods.

Basic knowledge of computer operations.

Working knowledge of rules and procedures for municipal court proceedings.

Ability to learn or have knowledge of activities and programs of departments of the City government and community.

Ability to operate standard office equipment.

Ability to maintain department records, files, and court related documents.

Ability to perform accurate data entry and typing.

Ability to perform sedentary physical work and lift and carry up to 25 pounds.

Ability to stand, sit, walk, pinch, grasp, bend and perform a variety of similar body movements.

Possess hand/eye coordination adequate to operate a phone system, computer and other office equipment.

Ability to talk and hear in person and by phone and two-way radio.

Ability to see and read records, reports, mail and other information.

Ability to establish and maintain effective working relationships with employees, officials and the public.

## **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a high school degree; college course work in business, public or judicial administration; and two (2) years progressively responsible experience in clerical administration and records management . Must be able to obtain Notary certificate for the Colorado Secretary of State within 6 months of date of hire.

## **SPECIAL REQUIREMENTS**

Must possess a valid Colorado driver's license. Will be required to successfully pass a background check and pre-employment drug screen. Working schedule may include periodic evenings.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**