

CITY OF WEST COLUMBIA  
JOB DESCRIPTION

APPROVAL DATE:  
REVISION DATE:

Job Title:	Office Clerk
Department:	Administration
Location:	512 E. Brazos

**GENERAL PURPOSE**

Performs routine clerical, administrative, and data processing work for Municipal Court and Utility services.

**SUPERVISION RECEIVED**

Works under the general supervision of the City Secretary.

**SUPERVISION EXERCISED**

None. May supervise community service workers or temporary employees as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in administering criminal proceedings and docketing.
- Assists in preparing correspondence and maintaining court records.
- Processes court dispositions under Judge's standing orders.
- Assists in the coordination of court matters with defendants, defense counsel, city prosecutor, police department, jail staff, and other levels of the criminal justice administration system.
- Assists in preparation of state and local court agency reports.
- Assists in preparation of court dockets and files.
- Responds to counter, telephone and written inquiries regarding court matters, utility customer accounts and processes related work orders.
- Assists with building and other permitting and customer complaints.
- Assists with facility reservation operations.
- Performs a variety of other court and utility department related tasks.
- Processes court and utility related payments and balances daily cash drawer.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A) Graduation from high school or GED equivalent with specialized course work in typing and/or general office practices; and
- B) Two (2) years prior work experience in clerical, secretarial, paralegal or administrative work; or
- C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A) Considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; some working knowledge of basic bookkeeping and/or cash collections practices;
- B) Skill in operating listed tools and equipment;
- C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to communicate on a one-to-one basis with the public; ability to work under pressure and/or with frequent interruptions; Ability to work with angry or difficult customers in a calm manner; ability to maintain accurate records and type/enter data correctly; ability to maintain effective working relations with co-workers, other departments, officials and the public.

### **TOOLS AND EQUIPMENT USED**

Personal computer system, including word processing and specialized court software; 10-key calculator; typewriter; multi-line phone system; copy/scan/fax printer.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to feel, handle and operate objects, tools, or controls; and reach with arms and hands.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.