

DEPUTY CITY/COURT CLERK

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited bylaw.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

ADVERTISEMENT LANGUAGE:

CITY/COURT CLERK –Farr West City, Utah is looking for a Deputy City/Court Clerk to provide support to city Council and City Staff. Position is a hired position and is classified as overtime-Exempt. Hourly requirements likely exceed 40 hours per week. High School Diploma and a minimum of one to three (1-3) years experience required, Bachelor's Degree and Clerk Certification preferred. Applications and complete job description may be found at www.farrwestcity.net, picked up at City Hall, 1896 N. 1800 W., Farr West, UT 84404, between 8:30 a.m. and 4 p.m., or by calling 801-731-4187 from November 30 until 4 p.m. on December 14. Farr West City is an Equal Opportunity Employer.

DEPARTMENT: Administration **CLASSIFICATION:** Full-time

FLSA Designation: Overtime Exempt

SALARY RANGE: \$11.48 - \$15.19/hr **APPROVED BY:** Mayor

REPORTING RELATIONSHIPS

Position Reports to: Mayor
Positions Supervised: None

DISTINGUISHING FEATURES OF THE POSITION

The Deputy City/Court Clerk serves at the pleasure of the City Council, working independently and under the supervision of the Mayor. This position performs duties as City Clerk and Court Clerk. This position provides clerical support to the City, the Justice Court Judge, the City Prosecutor, the Planning Commission and City Council (as needed). This position also performs City Recorder Functions as required.

FUNCTIONS & DUTIES

As City Clerk:

- Serve as Administrative Aid to the Mayor and City Council.
- Required to attend council meetings, and others indicated necessary by the City Council.
- Required to transcribe minutes of City Council and Planning Commission meetings and other meetings as assigned.
- Oversight of centralized mailroom and copy center operations.
- As Building Permit Administrator, answer all questions in reference to building permits, and provide all necessary information for permit preparation and submittal to developers and members of the public.
- Answer questions relating to zoning, planning, and codes in the City.
- Process business licenses, special event reservations and other permits and registrations in accordance with City Code and adopted policies.
- Quarterly/monthly and daily statistical reporting to State of Utah.
- Arrange for all building inspections.
- Liaison between developers and city officials.
- Provides clerical support for the Treasurer.
- Performs reception functions; answer telephone calls and greets visitors.
- Performs customer service functions; provides information/assistance regarding department/division services, activities, procedures, fees or other issues.

- Personally transports all monies and deposit to city bank accounts.
- Processes incoming/outgoing mail.
- Monitors inventory of department supplies and forms.
- Types, prepares or completes various forms, reports, correspondence, invoices, or other documents.
- Performs basic maintenance of computer system and general office equipment, such as back up data or replacing paper, ink, or toner; coordinates services/repair activities as needed.
- Communicates effectively and courteously with public and co-workers.

As Court Clerk:

- Enters and processes tickets and payments and any other documents involved in each citation.
- Enters and processes small claims filings and any other documents involved in each small claims case.
- Enter and processes Jail Release Agreements (No Contact Orders) and any other documents involved in each domestic violence case.
- Coordinates Judge, police, attorney and the public for various proceedings.
- Calls juries.
- Coordinates dates for Judge to perform marriages.
- Managing citations on a regular basis, sending out delinquency notices over 14 days and issuing warrants of arrest for Judge's signature when over 40 days.
- Answers phone calls and public inquiries.
- Performs computer application, typing, word processing, printing, faxing and mailing.
- Handles accounting for court.
- Schedules court room for other types of court proceedings other than the Justice Court.
- Do criminal background checks.
- Receive payments for fines.
- Is the TAC coordinator for the Statewide Warrant System
- Attends training to maintain certification as Justice Court Clerk.
- Attends court to assist the Judge.
- Maintains strict confidentiality for all proceedings.
- Maintain court records.
- Communicate tracking records for the Bureau of Criminal Investigation (BCI).

Other Duties:

- Responsible for general oversight of funds and some distribution to various entities.
- Manage reservations and use of the Community Center and all parks.

- Assist Public Works in all areas.
- Coordinate special events.
- Coordinate the writing and distribution of the city newsletter.
- Receipt in all monies for administrative, building and court fees.
- Write and tracking of all city contracts.
- Performs City Recorder Functions and duties as required.
- Other duties as assigned.

PERFORMANCE MEASURES

(Determined by Mayor)

QUALIFICATION & COMPETENCIES

EDUCATION/CERTIFICATION:

- High school diploma required. Previous experience equivalent to three (3) years in a similar position.
- Be bondable.
- Be a Notary, or be able to obtain certification within six months of hire.
- Possession of or ability to receive Utah Justice Court Clerk Certification within 6 months of hire.

REQUIRED KNOWLEDGE:

- Knowledge of the City's codes, policies, and procedures.
- Knowledge of the state's retention laws.
- Knowledge of the principles and practices of City clerking.
- Knowledge of general supervisory and managerial principles and practices.
- General understanding of accounting, including the use of addition, subtraction, multiplication and division of numbers including decimals and fractions.
- Intermediate knowledge of basic computer and technical skills.
- Knowledge of computer skills in operating Microsoft Office.
- Knowledge of budgets.
- Basic knowledge of the Justice Court system and terminology.

EXPERIENCE REQUIRED:

- One to Three (1-3) years of related experience.

SKILLS/ABILITIES:

- Skill in communicating effectively, both orally and in writing.
- Skill in preparing and processing records for long term storage.
- Skill in cataloging and filing public records in accordance with state statutes.
- Requires moderate independent decision making / interpretation within duties or daily operations within a functional area.

- This position may require use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Utah driver's license and have a good driving record.
- Ability to have mental alertness and to willingly make critical decisions.
- Skill in being well organized.
- Ability to understand, interpret and apply rules, regulations, policies and procedures.
- Requires reading and comprehending simple instructions, preparation of simple correspondence and memos and the ability to effectively present information to the supervisor.

WORKING CONDITIONS

- Working conditions may vary.
- Work is typically performed in an air-conditioned office.
- No significantly hazardous conditions exist.