

# ***OFFICE ASSISTANT/MUNICIPAL COURT CLERK***

Administration Department

## ***POSITION SUMMARY***

Under the direction of the City Clerk, the Office Assistant is a non-exempt position under FLSA. This position is responsible for providing citizen assistance, answering the incoming telephone calls, and performing general clerical duties. This employee also serves as the Municipal Court Clerk and assists the Police Department with clerical and accounting duties. This employee should possess strong communication, organizational, and public relations skills.

## ***ESSENTIAL FUNCTIONS***

- Assists in the collection of monthly utility bills;
- Answers and directs incoming telephone calls, including telephone calls for the police department;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public, including questions about court procedures;
- Performs general clerical duties, including typing, filing, and photocopying;
- Prepares accounts payable vouchers for approval and payment;
- Updates and maintains all licenses, permits, and dog tags;
- Opens and distributes incoming mail on a daily basis;
- Processes utility payments from the nightly drop box;
- Conducts VIN inspections and maintains VIN records
- Monitors the dissemination of criminal history information for compliance with state and federal law;
- Computer data entry for criminal history records;
- Monitors motor vehicle logs and cost sheets;
- Performs all duties associated with the Court Clerk, including maintaining records, reports, preparing court dockets, submitting reports, preparing warrants, maintaining a warrants list and any other duty designated to the Court Clerk;
- Remits any revenue collected by the Marion Police Department and the Marion Municipal Court to the City Clerk;
- Maintains confidentiality;
- Periodically file reports with Federal Government and State of Kansas.

## ***MARGINAL FUNCTIONS***

- Other related duties as deemed necessary or as assigned;
- Assists other departments as needed;
- Makes bank deposits in the absence of the City Administrator;
- Performs other duties as deemed necessary or assigned;
- Runs record checks;
- Knowledgeable of sales tax issues;
- Prepares and mails notices of noxious weeds to property owners as directed by building inspector
- Notarizes documents;

***OFFICE ASSISTANT/MUNICIPAL COURT CLERK  
POSITION REQUIREMENTS***

**Experience:** Six months to one year of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment. Must be able to pass a background check and a skills test.

**Education:** A high school diploma or GED is required. This position requires a Notary Public License.

**Technical Skills:** A thorough knowledge of computers, hardware and software applications, clerical skills, and a working knowledge of mathematics are required. This employee must be able to accurately operate computers, typewriters, photocopiers, cash registers, and other office equipment. The ability to read interpret written instructions, official documents, reports, and manuals is required. The employee should possess strong communication, organizational, and public relations skills.

**Problem Solving:** Independent problem solving is a factor in this position. This employee encounters problems with citizen complaints.

**Decision Making:** Decision making is a factor in this position. This employee makes decisions about resolving citizen complaints and performing daily duties in the most efficient manner.

**Supervision:** This employee works under the supervision of the City Clerk. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:** The employee is responsible for City resources. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public; co-workers, outside law enforcement agencies, supervisory personnel, and occasional contact with the City Council is expected.

**Working Conditions:** No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

**Physical Requirements:** Physical activity associated with working in an office setting is required to perform the daily duties of this position.

---

*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.*

---

**THIS JOB DESCRIPTION WAS LAST UPDATED ON SEPTEMBER 15, 2014**