**Job Information**

* **Location:**
Niederwald, Texas, United States
* **Position Title:**Assistant City Secretary/Court Clerk
* **Company Name:**City of Niederwald
* **Job Function:**Administrative
* **Job Type:**Full Time
* **Job Duration:**Indefinite
* **Min Education:**H.S. Diploma/Equivalent
* **Min Experience:**1-2 Years
* **Required Travel:**0-10%
* **Salary:**$15.00 - $20.00 (Hourly Wage)

**Description**

**GENERAL SUMMARY**

Under the direction of the City Secretary/City Administrator, this position will assist in the operations of the City’s daily activities generally related to governmental practices and management of permitting and inquiry services provided as well as clerical duties in support of the Municipal Court. This position performs routine clerical duties and manages the front-desk operations, to include but not limited to processing building permits and inspections, maintaining customer records, greeting customers and providing general assistance to the City Secretary/City Administrator, Mayor and Council Members. Responsible for scheduling and coordinating court activities and providing information and assistance to the public regarding court procedures and policies. Maintain specialized knowledge of the Rules of Court and the states governing processes handled by the court. Prioritizes daily activities to ensure the judicial and administrative process maintains efficiency. Comply with local, state, and government reporting requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

* Receive and apply payments as appropriate; determine applicable fees, enter information into computer system; make change out of assigned cash drawer, provide a receipt of payment.
* Provide administrative assistance to City Secretary/City Administrator and City Prosecutor. Answer the telephone and take message if unable to provide immediate assistance.
* File and track progress of building and septic permits.
* Make appropriate documentation for building permit and septic permit transactions.
* Assists in the preparation and delivery of notices, and billings
* Assist in preparation of Council Meeting Agendas and written minutes of Council Meetings
* Process court documents in accordance with court procedures and legal requirements.
* Maintain official records of court proceedings; assist in courtroom operations as requested.
* Submit regular reports to Texas State Comptroller.
* Inform defendants of their rights and options related to court procedures; accept written pleas from defendants; accept fine payments from defendants; issue receipts for payments.
* Post arraignment dockets and trial dockets to the City of Niederwald website.
* Assist in preparation of special reports.
* Receive, sort, and distribute incoming and outgoing correspondence.
* Effectively meet deadlines, multi task; ability to work with frequent interruptions and changes in priorities.
* Must adhere to strict confidentiality regarding all aspects of the job.
* Other duties as assigned or required to perform the functions of the position.

**KNOWLEDGE, SKILLS & ABILITIES**
Knowledge of:

* Operation of standard office equipment, including copier, fax machine, calculator, and computer using standard word processing, spreadsheet, accounting and data inquiry software.
* Mathematically evaluate in accordance for cash handling procedures.
* Court record keeping principles.
* Practices and procedures of municipal court systems.
* Laws, rules, regulations, and policies governing the operation of the municipal court.

Skill in:

* Efficiently and accurately processing invoices for payment.
* Preparation of records, reports, and other documents neatly and accurately.
* Maintaining established records and files.

Ability to:

* Effectively communicate, both orally and in written form (listen, read, understands and relay information).
* Remember detailed information accurately and relay it in the order it is received.
* Cooperate and take direction from others, teamwork abilities.
* Maintain effective working relationships with other city employees, outside agencies, city officials, and the general public.
* Correctly interpret and apply municipal court policies and procedures.
* Remain up to date on municipal court procedures
* Maintain confidentiality in handling sensitive legal matters.
* Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
	+ Walking, standing, or sitting for extended periods of time
	+ Operating assigned equipment

**Requirements**

**MINIMUM JOB REQUIREMENTS**

* High School Diploma or GED.
* Certification as Notary Public within 90 days.
* Must be able to attend training and seminars as required.
* Must be able to understand, or willing to learn, and adhere to the City’s Ordinances.
* Must be able to understand, or willing to learn, and adhere to the Texas Administrative Codes.
* Must be able to achieve Texas Municipal Court Clerk Certification, Level 1 within 6 months
* Bilingual required.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Depending on assignment, positions in this class typically require talking, hearing, seeing, grasping, standing, walking and repetitive motions.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10-25 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.