

CITY OF FAIR GROVE NOW HIRING

JOB DESCRIPTION

JOB TITLE: Assistant City Clerk/Municipal Court Clerk

DEPARTMENT: City of Fair Grove, Missouri

DATE: February 16, 2023

SCHEDULE: Full-time, M-F, 8-4:30

REPORTING SUPERVISOR: City Clerk and Municipal Judge

FLSA: Non-exempt

JOB FUNCTION:

To perform a variety of office, administrative, and management functions in connection with City Hall and the Municipal Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ability to obtain knowledge of municipal government; prepare and maintain manual and computer files and records of a widely varied nature; read, learn, and apply state and local laws and procedures. Sight and hearing. Possess manual dexterity to use a computer. Ability to: memorize and retain information; learn computer applications to perform job duties; read, understand, and enforce ordinances or regulations concerning City and court operations. Must possess a valid Missouri Driver's License. Must be a dependable person due to small size of work force.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- **EDUCATION/EXPERIENCE:** At least one year secretarial/clerical work is required. City government/court experience and knowledge of government/legal terminology is preferred.
- **SKILLS:** Must be able to perform effectively as a member of a team; have ability to follow oral and/or written instructions. Must be proficient in Microsoft Word and Excel; knowledge of "Show Me Courts" software preferred. Must be able to communicate effectively through written and verbal skills. Must be able to perform independently and exercise sound judgment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Limited travel may be required. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently.

Description

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1. Answer phone, assisting caller with whatever is needed and referring calls to proper departments.
 2. Greet walk-ins at front window assisting them with whatever is needed, including but not limited to: information, sewer deposits, license requests, and complaints, all general information.
 3. Get mail from Post Office, distribute and processes mail daily.
 4. Prepare and deposit all Court income to appropriate bank and enter deposit information into appropriate accounts in gWorks software.
 5. Maintain petty cash drawer.
 6. Prepare correspondence as needed.
 7. Research Ordinances, Regulations and Statutes and prepare follow-up correspondence as needed.
 8. Accept and process applications for Minor and Major Subdivisions, rezoning, and variance requests. Verify required phases of Major Subdivisions by obtaining appropriate sign off signatures as needed. Prepare file, paperwork and checklists for request. Research and work with City Engineers and City Clerk to verify compliance with City Ordinances and Regulations. Ensure all phases of project are completed as required.
 9. Assist City Inspector with correspondence and compliance with all violations of City Ordinances and Regulations as reported by City Inspector. Prepare and issue building permits after City Inspector approval. Attend and record all pre-construction meetings. Schedule inspections as requests come in and notify City Inspector.
 10. Prepare agenda and attend monthly Planning and Zoning and Board of Adjustment meetings as needed. Record required meeting minutes and post to the City's web site in a timely manner.

11. Prepare and post in required places all material needed for Public Hearings with all above Boards.
12. Provide back up support to City Clerk including, but not limited to, Board of Aldermen meetings, payroll, and research as needed.
13. Perform other duties as assigned by supervisor.
14. Attend ongoing training sessions deemed appropriate by City Clerk or Municipal Judge.
15. Maintain, adjust, implement, oversee, and prepare all/any requirements pertaining to Municipal Court daily, excluding Prosecuting Attorney files.
16. Maintain all court records, filing system, and record retention.
17. Enter court actions, tickets, and orders on case docket sheet and in court system. Ensure all courtroom docket entries are accurate and distributed to appropriate agencies and/or persons, process summons and warrants. Process incoming filings, community service, jail sentences, pre-sentence matters. Process warrant recalls following written procedures.
18. Receive bonds and payments and/or payments for fines on cases, prepare and deposit payments in bank. Post payments in Court software and record on appropriate case docket.
19. Prepare and maintain appropriate calendars for court dates, hearings and other court matters. Coordinate case files/reports/information for and attend all court proceedings.
20. Initiate related paperwork as needed by defendants to facilitate any and all responses to a citation or complaint.
21. Processes timely notices to defendants of trials and hearings. Issue subpoenas and prepare related paperwork for trial procedures.
22. Prepare reports as required for Office of State Court Administrator, Greene County Presiding Judge, Fair Grove Municipal Judge, and City.

PHYSICAL REQUIREMENTS:

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. This position is primarily sedentary; however it may require standing and/or walking for extended periods. The position requires extensive keyboarding/manual dexterity. The employee must be able to occasionally lift and/or move up to 30 pounds, to reach heights up to 8 feet by climbing ladders or stools, and to bend or kneel to reach materials or equipment stored on lower shelves/drawers. Specific vision abilities required by this job include close range vision.

WORK CONDITIONS:

The work environment consists of exposure to physical conditions typical of a normal office environment. The noise level in the work environment is usually quiet. Work environment may have no natural lighting. 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.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; and job related tests might be required. Must successfully complete background check.

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 job if the work is similar, related, or a logical assignment to the position.

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

To Apply:

Please contact City Clerk, Sara Davis
(417) 759-2353
clerk@fairgrove.org