

- **The Court Clerk** must be of good moral character. Coordinates all municipal court activities, requiring considerable discretion and specialized knowledge of the court, court operations, policies and procedures; reads, writes, and converses in the English language; performs work efficiently and accurately. Maintain records, including reports, traffic violations, and court actions, numerically and alphabetically; prepares monthly and quarterly reports; prepares; handles payment of fines and bonds and receipts monies accordingly; balances cash; prepares bank deposits.
- **The Permitting clerk** will be required to perform computerized permitting/licensing work for the Permitting Department an Responsibilities include taking payments, issuing permits, scheduling inspections, receiving applications and plans, creating reports, and other clerical duties including providing quality customer service to assist citizens, contractors, and developers with applications and permit requirements.