

CITY OF TUPELO

Job Description

CLERK I

EXEMPT (Y/N): No

Revised 4MAR15

LOCATION: Municipal Court

DEPARTMENT: Municipal Court

SUPERVISOR: COURT DIRECTOR

SUMMARY

- Perform general clerical duties including acting as receptionist, filing, scheduling, and general office work. Answer citizen concerns in person or by telephone. Enter data to prepare and process correspondences and reports as directed. Collect fines and enter amount into accounting system. Prepare receipt for funds. Serves as a deputy municipal court clerk and deputy city clerk. Receive incoming calls and direct to proper person.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general clerical duties including acting as receptionist, filing, scheduling, and general office work.
- Answer citizen concerns in person or by telephone;
- Enter data to prepare and process correspondences and reports as directed;
- Collect fines and enter amount into accounting system and clear outstanding warrants when applicable in a timely manner.
- Prepare receipt for funds.
- Receive incoming calls and direct to proper person.
- Perform other duties as assigned including cross-training in other areas of court operations.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or Acceptable Equivalent (i.e. GED).

COMPUTER SKILLS

- Computer literate in Windows operating system.
- Computer literate in Microsoft office products.

LANGUAGE SKILLS

- Ability to understand and follow oral and written instructions; read, analyze, and interpret correspondence, reports, and other general data; respond to common queries by preparing reports and correspondence; must communicate effectively with peers, supervisors, and customers in person and by telephone.

MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations including addition, subtraction, multiplication, division, determine percentages.

- Elementary bookkeeping knowledge helpful.

REASONING ABILITY

- Apply principles of logical thinking to define and solve minor problems or refer problems to appropriate supervisor.

CERTIFICATIONS, LICENSES, AND REGISTRATION

- Possess a valid Mississippi Driver's License and a Social Security number.
- Non U.S. Citizens must have appropriate Immigration documents.

PHYSICAL DEMANDS

The following physical demands are representative of those that the employee must meet to successfully perform this job. Reasonable accommodation, which does not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk, hear, sit, walk, stand, and occasionally reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- Specific vision abilities for this job include near vision, distant vision, color-vision, peripheral vision, depth perception, and the ability to focus.
- Employee is routinely required to lift or move objects weighing up to thirty (30) pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee regularly works inside a typical office. The employee may perform some duties outdoors while conducting official business and commuting between offices. The indoor noise level is low to moderate. This is a high stress position with constant interruptions and inquiries.
- The indoor noise level is moderate. The employee may encounter angry customers and may experience eye fatigue.