

Position: AP/ Court Clerk
Status: Non-Exempt

City of Creswell
Job Description
December 2006

GENERAL STATEMENT OF DUTIES:

Under the direct supervision of the Finance Director, Acts as Accounts Payable and Court Clerk. Assists Finance Director with accounts payables duties including: working with department heads, checking for payment approval, budgetary expense control, and contacting vendors for information or assistance as needed. Acts as Municipal Court Clerk, Violations Bureau Clerk, and oversees the Municipal Court Functions in compliance with State law and City codes and policies.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Acts as Municipal Court Clerk, and operates under state laws, and City ordinances. This position requires working directly with the general public, Municipal Judge and other court staff. Knowledge of state laws, City ordinances, and resolutions is required. Assist Finance Director with accounts payable duties. An employee in this classification performs accounting work and should be familiar with governmental fund accounting as well as generally accepted accounting practices.

SUPERVISION RECEIVED:

Work is performed under the direct supervision of the Finance Director, and general supervision of the City Administrator. Independence of action is stressed in general performance of duties.

SUPERVISION EXERCISED:

May function as a lead on specific assignments, requiring the delegation of duties to other personnel; however, this position does not function in a supervisory capacity.

PRINCIPAL DUTIES AND RESPONSABILITIES:

Acts as Municipal Court Clerk including but not limited to: attending municipal court one evening per month or as necessary, preparing court dockets, receiving and recording fines, maintaining court records, posting trial dates, tracking payments and appearances; filing necessary assessments with the State and County; other reports as required.

Assist Finance Director with accounts payable duties including but not limited to: A/P data entry, preparation of billing slips, contacting vendors and department heads as required, tracking for duplicate invoices and other related tasks.

Assist Finance Director with reconciliation for calendar and fiscal year end payables, including audit preparation worksheets, and reporting.

Prepares check registers, and other accounts payable reports for City Council meetings.

Trained to manage general ledger reconciliation, preparation of financial statements, and payroll functions in the absence of the Finance Director.

Performs other related tasks as required.

MINIMUM QUALIFICATIONS:

Have excellent customer service skills and ability to multi task. Considerable bookkeeping skills required. Have extensive knowledge of record keeping and office procedures. Computer, word-processing, data entry, and filing skills required. Able to make computations and

Position: AP/ Court Clerk
Status: Non-Exempt

City of Creswell
Job Description
December 2006

tabulations accurately and with reasonable speed using a ten-key calculator. Has knowledge of generally accepted accounting methods. Must be able to understand and follow oral and written instructions; learn clerical tasks readily; adhere to prescribed departmental routines; establish and maintain harmonious working relationships with the public and other employees.

EXPERIENCE AND TRAINING:

High school diploma or GED equivalent required. This is a mid-level clerical position. Must have prior bookkeeping, general office and secretarial experience. May substitute completion of business School or equivalent education for experience. Minimum typing skills of 40 words per minute, word processing, accurate operation of ten-key calculator, bookkeeping, billing, diplomatic public relations. Prior court experience is desirable.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to sit; communicate, both orally and in writing; reach and manipulate objects, tools, or controls; drive; type; and perform long periods of data entry in an computer. The position requires mobility. Duties involve moving materials weighing up to 40 pounds on an infrequent basis; manual dexterity and coordination are required over 50% of the work period.

PRE-EMPLOYMENT REQUIREMENTS:

Must be able to pass drug screen, must be bondable, and must demonstrate ability to perform essential functions. Education, experience, and references verified.

COMPENSATION TYPE: Monthly

EXEMPTION STATUS: Non-Exempt

SALARY RANGE: (Insert step/grade/rate range)

OTHER:

Compensation/advancement based on education/training in job related fields, and work performance.