

POSITION GUIDELINES

JOB TITLE: DEPUTY CITY CLERK

POSITION SUMMARY

The Deputy Clerk performs work in the City Clerk's office and is responsible for general duties such as, but not limited, to answering the telephone, greeting the public, is the court clerk and performs various duties assigned by the City Clerk. In the case of an extended absence of the City Clerk, the Deputy City Clerk will assume the functions of City Clerk, reporting and directing all decision through the Mayor.

The Deputy City Clerk reports directly to the City Clerk and is required to work up to 40 hours per week. This is a full-time KPERS eligible position.

GENERAL AREAS OF ACCOUNTABILITY:

- **UTILITY BILLING** – Maintain updates, connections and billings of customers. Collect and post all monies received.
- **COURT CLERK** – Maintain court docket entries, record payments, report monthly to state agencies on citations issued and funds collected for state funds, prepare annual caseload report, prepare notices for payments, suspension and bench warrants. Attend monthly court sessions to record docket information. Perform such duties as prescribed by Kansas State Statues.
- **OFFICE DUTIES** – answer the telephone, greet the public and perform various duties as assigned by the City Clerk.

REQUIREMENTS OF WORK

- General office skills, including typing, answering phones, sending faxes, ten key machine, greeting the public. Be able to file and to lift 20 lbs. Computer knowledge including Microsoft Word and Excel programs.
- Ability to keep proper records and to prepare reports. People skills and ability to work with the public and resolve problems.
- Must be available to attend evening meetings as needed.
- Must be available to attend the semi-annual meetings of the Kansas Association of Court Managers.

EDUCATON

- High School Diploma or equivalent

TRAINING AND MEMBERSHIP

- Court Clerk training is available through the Adjunct General's office and Kansas Association of Court Managers (KACM)
- Must be a member of the Kansas Association of Court Managers (KACM)
- Must have a valid Kansas driver's license
- Must be willing to attend the International Institute of Municipal Clerk's certification institute and work toward becoming a certified municipal clerk