



TOWN OF LAKESIDE

JOB DESCRIPTION

JOB TITLE: Clerk

SALARY: \$16.87 per hour

DEPARTMENT: Admin/Water/Sewer/Court

FLSA Status: Non-Exempt

JOB SUMMARY: Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The position will perform routine typing, filing, data entry, scanning and clerical duties in support of the assigned function, and assist and inform the public in person and on the telephone. Record keeping, records management and clerical support to Town staff and relief for the water/court clerk as needed. This will include handling correspondence, and customer service functions at the front counter to receive and receipt money for all departments and answer incoming phone calls. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Court Administrator. This position does not supervise any other positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Assists with answering incoming phone calls, providing information, and directing callers as needed.
- Assists customers and accepts and receipts money for all departments when needed.
- Prepares letters, memos, faxes, and processes accordingly.
- Maintains and scans files.
- Become familiar with city ordinances.
- Issue and maintain various permits.
- Assist Court Administrator with updating court files and processing reports as needed.
- Create monthly newsletter or assist with the newsletter.
- Assists other departments as needed.
- Maintain confidentiality of information in a relationship of trust and with the expectation that it will not be divulged to others without authorization.
- Develop and maintain a positive working relationship with fellow employees, elected officials and the public.
- Will stand or sit for prolonged periods.
- Other duties as assigned.

MINIMUM JOB REQUIREMENTS

Must be detail and customer oriented with extensive computer skills. Must be able to work in a multi task environment. Must exercise discretion with respect to matters of significance to the Town. The ability to communicate orally and in writing in the English language; bilingual a plus.

REQUIRED EDUCATION AND EXPERIENCE

High School diploma or General Education Degree; one-year experience in City Government / Municipal Court is preferred.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Ability to perform general clerical duties in support of assigned function, operate office equipment; computer skills including programs such as Microsoft Word and Excel; meet schedules and timelines; maintain records and files.

LICENSES AND CERTIFICATES

Valid Class C Texas driver’s license.

Notary or willing to become a notary within 30 days.

OTHER

Must pass credit and criminal background check.

Drug screen will be required.

Must be bondable.

PHYSICAL ABILITIES

Able to see and work independently. Able to sit and or stand for extended periods of time. Able to use personal computers for an extended period. Able to follow oral and written instructions.

The Town of Lakeside is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the Town of Lakeside will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description.

Employee’s Signature

Date

Supervisor’s Signature

Date