



Job Description

Department: Administration Status: Non-Exempt
Job Title: Deputy City Clerk/Municipal Court Clerk
Reports to: City Clerk

Date job description last revised: 3/28/24.

GENERAL DESCRIPTION OF DUTIES:

The Deputy City Clerk is a professional administrative position whose primary responsibility is to provide assistance to the City Clerk's office and is under the direction of the City Clerk. This position performs a variety of administrative duties including but not limited to processing of various local and state licenses, preparing and filing legal documents, noticing and posting public hearings, taking minutes for the Planning Department, various boards and commissions. This role interfaces with the public and City Council, assisting with all administrative functions during the absence of the City Clerk. This position requires the ability to meet deadlines set by statute and to accurately process and file paperwork according to established policies and procedures.

ORGANIZATIONAL RELATIONSHIPS:

Reports to and takes direction from the City Clerk for all matters related to the City Clerk's Office. Works collaboratively with other departments to accomplish City Clerk related duties.

ESSENTIAL DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time. This position involves customer service, regular assigned responsibilities, ad hoc duties and requires the ability to resolve problems and multi-task:

- Takes minutes for the Board of Adjustment, Planning Commission and Historic Preservation Commission meetings
- Assists with noticing and posting hearings for various departments, including noticing for ordinances, annexations etc.
- Assists Non-Profits with Special Event Liquor Permits and paperwork for Council packets.
- Assists Clerk with processing all liquor license renewals including maintaining an electronic and hard copy file folder for each business according to the specifications of the City Clerk

- Assists Clerk with processing all retail marijuana license renewals including maintaining an electronic and hard copy file folder for each business according to the specifications of the City Clerk
- Processes Amplified Sound Permits after approval from the City Administrator
- Processes all short-term rental applications, renewals, and Occupational Lodging Taxes
- Maintains the Short Term Rental license software and database as well as communication with short term rental license holders
- Assists the City Clerk with Elections
- Coordinates with other departments as needed for arborist, liquor, marijuana, short-term rental, tobacco and other city issued licenses
- Maintains detailed and up-to-date documentation of all procedures
- Manages all records according to their retention schedule
- Updates the City's website as needed
- Must be able to provide coverage for the City Clerk's duties in his or her absence
- Other duties as assigned by the City Clerk

GENERAL DESCRIPTION OF DUTIES FOR MUNICIPAL COURT CLERK:

The Municipal Court Clerk is a professional administrative position with responsibility for the efficient operation of the municipal justice process. This position performs a variety of administrative duties pertaining to the coordination and operations of the Municipal Court under the direction of the Municipal Judge. This position requires heavy use of software applications for processing information, preparing and filing legal documents, scheduling, record-keeping and communicating with a variety of people. This position is also responsible for the management of court ordered useful public service and any court cases sent to collections.

ORGANIZATIONAL RELATIONSHIPS:

Takes direction from the Municipal Judge on all Municipal Court matters. Works with the Municipal Prosecutor in preparation of Court Cases. Works collaboratively with other departments for all Municipal Court related matters. Works collaboratively with non-profit organizations to coordinate work programs.

ESSENTIAL DUTIES OF MUNICIPAL COURT CLERK:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Creates necessary files for citations written by police and code enforcement officers
- Manages ongoing cases to ensure requirements of the Court are completed, including preparation of appropriate motions, subpoenas and bench warrants
- Manages parking tickets to ensure proper payment and timeline for default judgements

- Reports traffic tickets to the DMV
- Closes files when appropriate both in computer and paper file
- Reserves, sets and restores the court room before and after sessions of the court
- Maintains accurate records of the posting of bonds, forfeitures, restitution owed and payment arrangements
- Forwards delinquent accounts to collection agency and maintains record of outstanding balances
- Prepares and maintains monthly and annual court reports
- Maintains resources for useful public service and collaborates with participating agencies
- Refers defendants to deferral treatment programs and reports to judge with results
- Maintains detailed and up-to-date documentation of all procedures in accordance with local and state law
- Manages all records according to their retention schedule
- Other special projects and duties as assigned by the City Clerk and Municipal Judge

KNOWLEDGE, SKILLS, AND ABILITIES:

- Self-directed, detail-oriented professional who works efficiently independently and while collaborating with co-workers.
- Must work well with the public and diverse types of people, have strong customer service and verbal / written communication skills.
- Must be able to follow written and verbal directions, solve problems, handle multiple priorities, work under deadlines, and make sound decisions.
- Must have a general understanding of office technology and proficiency with PCs, the MS Office suite of products and Acrobat required.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Proficiency with Microsoft Suite, email applications, general office equipment.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

Work is performed in an office environment or in the Council Chambers and requires extended periods of time sitting in front of a computer screen and periods standing. Hours are generally Monday through Friday 40 hours per week. Requires coverage of 2 monthly night meetings and occasionally coverage for meetings when the City Clerk is out of the office. Must be able to lift 20 pounds on an intermittent basis. The small organizational setting requires a strong work ethic where all employees are expected to cross train and assist others as needed to cover staff absences and busy periods.

PAY/SALARY RANGE:

\$50,895.35 to \$71,253.50, Annually. Hiring range up to \$61,074.43 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.