



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

ADMINISTRATIVE ASSISTANT/MUNICIPAL COURT CLERK – PART-TIME

City of Leoti

Administration Department

POSITION SUMMARY:

Under the supervision of the Deputy City Clerk, the Administrative Assistant/Municipal Court Clerk is a non-exempt part-time position under FLSA. This employee performs a variety of administrative duties in support of the City Clerk and the Deputy City Clerk and any acts necessary to carry out the duties and responsibilities of the Court Clerk pursuant to K.S.A. 12-4108.

DUTIES AND RESPONSIBILITIES:

1. Performs general clerical duties.
2. Assists in cataloging and filing City records.
3. Maintains and prepares all files for the municipal court.
4. Generate the monthly court docket.
5. Submit Judge's report to City Hall and makes journal entry on each person in report.
6. Prepares copies of case reports for courts and attorneys.
7. Follow-up with Court with case dispositions, as needed.
8. Process complaints, warrants, traffic tickets and notices to appear.
9. Prepares docket cases for trials and arraignments.
10. Handles disposition of cases.
11. Records permanent case records.
12. Coordinates holding and processing trials.
13. Processes diversion agreements, motions, sentencing and penalties.
14. Processes expungements.
15. Handles fines and fees on court and traffic infractions.
16. Processes infractions that fail to appear and fail to comply.
17. Issue all process of the Court.
18. Administer oaths of the Court.
19. File and preserve papers of the Court.
20. Manages docketing, accounting, reinstatement or suspension and education and other fees
21. Coordinates amendment of court records.
22. Processes reports to state agencies.
23. Provides support for prosecutor, judge and attorneys.
24. Processes subpoenas for court and diversion applications.
25. Certifies court records.
26. Receipt payments.
27. Follow all safety procedures and practices.
28. Follow all City of Leoti policies and procedures.

MARGINAL FUNCTIONS:

- Once trained, will work 10-15 hours per week doing regular job duties
- Learn the basic functions for City Hall in order to assist City Clerk and Deputy City Clerk. For example, be able to process payments from customers, have thorough knowledge of forms that are used, answer phones, etc. which may require extra hours if both City Clerk and Deputy City Clerk are scheduled to be out of the office – these times will be scheduled at least two weeks or more in advance
- Performs other duties as deemed necessary or assigned by the City Clerk and/or Deputy City Clerk.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High School Diploma or GED is required. A technical degree or some college credit in Criminal Justice is preferred



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WITHIN 12 MONTHS OF HIRE, THE SUCCESSFUL EMPLOYEE WILL BE PROFICIENT IN THE FOLLOWING AREAS:

- Knowledgeable of relevant federal, state, city and county codes, laws, rules
- Knowledgeable of regulations pertaining to building, zoning, environmental health, sanitation, nuisance and abatement

EXPERIENCE:

1-3 years of related work experience.

SKILLS:

1. Excellent oral and written communication skills.
2. Analytical skills.
3. Excellent interpersonal skills.
4. Supervisory and leadership skills.
5. Excellent organizational skills
6. Excellent grammar, punctuation, spelling and proofreading skills.
7. Thorough knowledge of computers.
8. Ability to operate office equipment with a high level of accuracy.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City policies and ordinances; State and Federal laws.
2. Ability to exhibit tact, diplomacy and judgement when dealing with co-workers, other city employees and external contacts.
3. Ability to recognize and comprehend confidential information.
4. Ability to comprehend basic math and accounting concepts.
5. Ability to analyze complex problems and recommend possible solutions.
6. Ability to multi-task.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to speak to an individual or group for an extended period of time.
3. Hand and eye coordination adequate to input personnel computer and operate various office equipment.
4. Ability to drive City vehicles.
5. Ability to lift 10 pounds and transport 25 feet

**The preceding job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

X _____
Employee Signature

_____ Date