

DEPUTY TOWN SECRETARY/COURT CLERK

This position will perform a variety of duties in support of the Town Secretary and administration for the Town. Responsibilities include the administration and operations of the municipal court, administrative support to the Town Secretary, Council and public, as well as meeting support for the Council and Town's Boards and Commissions. In the absence of the Town Secretary, the Deputy City Secretary will assume the duties of the Town Secretary. This position is required to cross train on all day-to-day functions of municipal government and must be able to perform multiple tasks simultaneously and work with frequent interruptions and changes in priorities.

MUNICIPAL COURT:

- Responsible for the administration of the Municipal Court in accordance with the laws of the State of Texas and the Town ordinances, with prudence and integrity and in an impartial manner.
- Assists defendants, attorneys, prosecutors, and others regarding procedures, citations, case status updates, and options for resolving citations; Updates case files in court software as contact is made.
- Enters citation information in the computer daily.
- Collects, posts, and balances fines, fees, and bonds, and accurately reconciles daily cash transactions using court-specific computer software; reviews and verifies accounting records.
- Prepares court dockets, orders, legal documents, and letters.
- Prepares for and attends monthly hearings, provides assistance to the Judge, Prosecutor, attending attorneys and defendants.
- Reviews cases of non-appearance, non-compliance, and non-payment.
- Processes monthly reports to the State, Omni for hold/release on driver license, Collection Agency, etc.
- Assures court procedures are in compliance with court administrative orders, and state and local laws, regulations, and standards; monitors new legislation and rule changes and recommends changes to policies and procedures.

DEPUTY TOWN SECRETARY

- Serves as backup to the Town Secretary; assists with agenda preparation for Town Council meetings; reviews and proofreads materials for inclusion on the agenda; preparation and sets up for Council meetings; assists with the dissemination, distribution, imaging, filing, publication and maintenance of resolutions, ordinances, deeds, contracts, and other documents and records.
- Performs all functions pertaining to Accounts Payable/Receivable, bank account reconciliations; preparation of journal entries; and assists with payroll.
- Manages and maintains Town website and other social media pages, including building pages, preparing content, monitoring for maintenance, routinely checking analytics, and training other members of staff when necessary.
- Designs creative promotional and advertising pieces including digital content, brochures, promotional and advertising materials, and publications using a variety of media.
- Maintains flag inventory; instructs appropriate staff when flags need to be raised or lowered.
- Assists with posting and/or publishing public notification of all official activities or meetings as required by the Open Meetings Act.
- Performs general clerical duties such as: typing, filing, data entry/retrieval, daily operating procedures, directing calls and visitors, answering questions, and providing information to the public, receiving and responding to citizen concerns and/or referring to appropriate department for resolution, and preparing or distributing work order requests in a timely manner
- Assists with Records Management, management of files, scanning.
- Assists with special events including National Night Out, Spring Clean Up, and Operation Blue Santa

- Conducts research; reads and interprets ordinances, regulations, and policies.
- Orders office supplies
- Must adhere to strict confidentiality regarding all aspects of the job.
- Perform other duties as assigned or required to perform the functions of the position.
- Encouraged to attend professional development workshops and conferences. May travel to various destinations in and out of the Town and may require overnight stay.

Requirements

MINIMUM QUALIFICATIONS:

- High School diploma or General Education Degree (GED)
- Valid Class C Driver's License required
- 3-5 years of varied technical, clerical, or paraprofessional support experience in a municipal or county building
- Texas Certified Municipal Court Clerk certification preferred or the ability to obtain within one-year from the date of hire.
- Texas Registered Municipal Clerks Certification preferred, or the ability to obtain within thirty-six (36) months.
- Must be a licensed notary or have the ability to obtain a Notary license within the first three months of hire
- Pre-employment drug screen/background check
- Ability to work some evenings/weekends

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be proficient in operating computers, phones, faxes, copiers, and other office equipment.
- Must have excellent English communicative skills, both oral and written, to include spelling, grammar, and punctuation.
- Requires the ability to analyze a variety of data and information, including ordinances and state statutes.
- Experience with Publisher, Adobe, CivicPlus, Laserfiche, and/or MyPermitsNow a plus.
- Requires ability to perform cash handling procedures; basic mathematical calculations; and principles of customer service
- Requires ability to maintain confidentiality and discretion with sensitive information.
- Ability to communicate effectively with diverse groups of individuals and to handle stressful situations and effectively deal with difficult and angry people.
- Must be able to perform multiple tasks simultaneously; efficiently respond to a stressful or high-pressure environment: meet deadlines and perform multiple tasks under pressure: work with frequent interruptions and changes in priorities. Attention to detail a must.
- Must be able to work effectively and efficiently with the general public and coworkers and maintain a pleasant and friendly demeanor at all times.
- Proficient in operating computers, phones, faxes, copiers, and other office equipment.

To apply, candidates must include a cover letter and resume with employment application at www.townofbartonville.com/employment

Your application is part of the review process; be sure it is complete. ALL information requested on the application form must also be completed (i.e., writing "see resume" is not sufficient).