

Court and Police Clerk

The City of Port Wentworth is currently seeking qualified applicants for the position of COURT AND POLICE CLERK. This position is responsible for providing clerical support for judicial and police department operations. Qualified applicants must possess knowledge of modern office practices, procedures, and equipment. Qualified applicants must also possess excellent customer service skills.

This is a full-time position with a starting pay rate of \$17.36/hour. The City of Port Wentworth offers a generous benefits package, including 100% medical coverage for employees and families, Georgia Municipal Association pension participation, and life insurance. The selected applicant will be required to submit to a background check.

Please submit resumes to:

**City of Port Wentworth,
ATTN: Director of Human Resources
7224 GA Highway 21
Port Wentworth, GA 31407**

References are required. Resumes will be accepted until the position is filled.

The City of Port Wentworth is an Equal Opportunity Employer.



Court and Police Clerk Police

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JOB SUMMARY

This position is responsible for providing clerical support for court and department operations.

MAJOR DUTIES

- Answers telephones and greets visitors; provides information and assistance; schedules appointments and takes messages; refers to appropriate personnel.
- Compiles, composes, edits and types letters, memoranda, special reports and other materials; prepares documents from rough drafts.
- Maintains office supply inventory.
- Operates a variety of office equipment.
- Enters warrant information to GCIC database; cancels warrants as appropriate.
- Validates GCIC wanted persons files.
- Enters bench warrants.
- Audits court and department files for active bench warrants.
- Enters citation data.
- Makes copies of accident and incident reports.
- Balances cash drawer and prepares deposits.
- Files daily log sheets
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of modern office equipment.
- Knowledge of customer service standards.
- Skill in the operation of computers and job-related software programs.
- Skill in decision making and problem solving.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Municipal Court Clerk assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for court and department operations. Success in this position contributes to the efficiency and effectiveness of office operations.

CONTACTS

- Contacts are typically with co-workers, other city personnel, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.