

POSITION TITLE: **CLERK**

DEPARTMENT: **LAW**

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Assistant City Attorney

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____ None _____

DIRECT: 0 INDIRECT: 0

POSITION FUNCTION

This position is responsible for ensuring that general office tasks of the department are completed and that prosecutors have the information they need for court.

JOB RESPONSIBILITIES

Answers telephones and handles "walk-in" inquiries including messages, referrals, appointments, etc.

Types all criminal charges and notification letters

Gathers information for cases including reports, statements and histories

Tracks and maintains complaints from City citizens and businesses

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear, use hands to finger/handle/feel, reach with hands/arms and lift up to 25 pounds. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS

Occupational/Technical Skills

Ability to use spreadsheet, database, word processing and selected job-specific software

Basic legal knowledge

General knowledge of jurisdiction area

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to set goals and develop strategies and schedules for meeting them

Ability to adequately allocate resources to meet objectives

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to process paperwork effectively

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods and records management techniques

Knowledge of modern office equipment

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where significant standardization exists

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and

maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform standard business arithmetic, including percentages and decimals

Ability to create and readily draw on a large pool of diverse sources of information

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Leadership Skills

Ability to take charge and initiate actions

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting and is subject to pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; three to five years of general office work including customer service; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.