POSITION TITLE: CLERK
DEPARTMENT: LAW

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 adequate 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
- 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.