

## TOWN OF PARKER

# PT GRANT FUNDED MAGISTRATE COURT CLERK

**Definition:** Under limited supervision, performs a variety of clerical and routine administrative functions for the Town Magistrate and Municipal Court.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

### **Tasks:**

Performs technical and specialized administrative and clerical work involving financial record keeping and transactions in the administration and monitoring a department budget; ensures that invoices are properly approved, authorized and paid in a timely manner and that invoice problems are resolved; verifies that proper documentation is obtained; maintains inventories; orders and receives materials, invoices, requisitions, purchase orders, and petty cash requests.

Prepares and enters a variety of complex and routine statistical information of program/department activities; maintains records and files of department/program activities; receives and receipts incoming funds, supplies, and equipment; orders, receives, and stocks routine inventory supplies and materials; notes discrepancies; prepares deposits, receipts, and refund requests; processes invoices, requisitions, purchase orders, and petty cash requests.

Responds to citizen inquiries/complaints; inputs and retrieves a variety of fiscal and statistical information to aid department and division heads; researches and reconciles truncation questions for Town staff and the public; assists in the successful completion of departmental projects; performs a variety of computer operations involving spreadsheets and spreadsheet analysis; performs a variety of routine clerical tasks as assigned.

Other duties as assigned.

### **Knowledges, Skills, and Other Characteristics:**

Knowledge of office management and clerical/office support practices and procedures.

Knowledge of Town operations and functions.

Knowledge of double entry accounting practices and procedures.

Knowledge of a variety of computer software including word processing, spreadsheets, graphics, and presentations applications.

Skill in researching, compiling and preparing reports and related information.

Skill in operating a variety of office equipment, including computers, calculator, telephone, copier, and fax.

Skill in establishing and maintaining effective working relationships with Town staff, outside agencies, and the public.

Skill in preparing a variety of routine and complex records, reports, and correspondence using appropriate formats.

Skill in maintaining databases, files and records.

Skill in maintaining confidential information.

Skill in following oral and written instructions.

Skill in communicating effectively, orally and in writing.

Skill in working effectively in an environment of changing priorities, and frequent interruptions.

### **Qualifications:**

Three (3) years experience in bookkeeping, secretarial, and routine administrative work. An Associates Degree may be substituted for two (2) years experience. Preference given to those with previous Arizona Court Clerk experience.