



# City of Trinidad, Colorado

## Job Description

Job Title: Court Clerk/Asst. Clerk                      Reports To: Municipal Judge/City Clerk  
Department: City Clerk                                      Date: August, 2016

### SALARY RANGE

**30,000 – 35,000**

**\$14.42 - \$16.83**

**POSITION SUMMARY:** As Court Clerk this position performs all tasks related to court operation. Duties include filing of complaints, tickets, preparing statistical and financial reports and assisting in the preparation of the Municipal Court budget. As Assistant Clerk, the position provides clerical support for the City Clerk's office including answering phone calls, assisting walk-in customers, photocopying, filing and other duties as required. May provide support to the Utility Administrator and to the Utility Billing Department. The position requires strong analytical, financial, budgetary, administrative and interpersonal skills in managing assignments and projects.

### **ORGANIZATIONAL COMPETENCIES AND CULTURAL VALUES/GENERAL COMPETENCIES:**

The mission of every employee at the City of Trinidad is to deliver exceptional value and quality of life through PRIDE. Each employee is measured by the ability to adhere to the City's core values of Purpose, Responsibility, Integrity, Dependability and Excellence.

This position supports the goals of the City Manager's Department, which foster our City's Mission by providing quality support and services to City departments, employees and citizens and provides diverse services to the City's internal and external customers with PRIDE.

#### **Every employee is accountable to:**

- Demonstrate a high level of customer service; encourage others to focus on the customer; foster an environment where customer service is a priority
- Communicate with customers to ensure that where possible they are satisfied and that their needs are being addressed
- Act as an ambassador by understanding and fostering the organization's mission and vision
- Exhibit pride in Self, the Department, the City and the Community; conduct self in a professional manner
- Demonstrate integrity and build trust through credibility, reliability commitment, loyalty and ethical behavior
- Address difficult or contentious issues in a constructive manner
- Support/promote change; demonstrate flexibility
- Participate in personal growth opportunities and attend training designed to enhance capacity to bring new skills and ideas to the job and the organization
- Work to continuously improve the efficiency and effectiveness of the service or product being delivered
- Demonstrate support for team efforts by accepting new roles and responsibilities, and helping others achieve objectives
- Value diversity; demonstrate an awareness of differences; demonstrate sensitivity and adapt behaviors and communication to accommodate these differences

#### **GENERAL COMPETENCIES**

##### **Citywide – Every employee is accountable to:**

- Establish effective interpersonal relationships through honest, open communication and follow-through on commitments
- Recognize personal strengths and weaknesses and target areas for personal self-development
- Demonstrate initiative in performing job tasks

- Exhibit problem-solving skills leading to sound judgment and quality decisions
- Achieve goals; handle assigned workload and new assignments effectively; demonstrate an ability to work independently
- Communicate effectively with individuals and groups using clear and concise verbal and written communications
- Demonstrate accountability for work and take ownership in job performance
- Demonstrate concern for the accuracy and quality of work; take steps to correct mistakes and improve the overall product

**Every employee in this position must be able to:**

- Demonstrate knowledge of modern office practices, procedures, equipment, business English, spelling and mathematical computations and tabulations
- Operate a Personal Computer and be familiar with current computer software applications (Microsoft Word, Excel, and PowerPoint). Set up and type a variety of letters, memos, reports, agendas, minutes, ordinances and resolutions; maintain moderately complex administrative assistant reports and prepare detailed reports from such records
- Demonstrate some knowledge of municipal government and office functions
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Maintain confidentiality
- Remain calm under time-sensitive pressure situations and ability to deal with problems involving several concrete variables in standardized situations
- Work independently using good judgment in the prioritization of work at all times and able to adjust rapidly to reprioritized work schedule
- Present a positive attitude in dealing with the public, employees and elected officials
- Elicit information effectively and to convey concise, accurate explanations of ordinances, policies, procedures and requirements

**SUPERVISION RECEIVED:** Works under the direct supervision of the Municipal Judge /City Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Trinidad retains the right to modify or change the essential duties and additional functions of the job at any time without notice. Examples of duties are not intended to be all-inclusive or restrictive.)*

**COURT:**

- Enters and reviews new incoming tickets, and prepares new case files
- Prepares and reviews a variety of forms, motions and other paperwork in accordance with established procedures
- Processes, sorts, files and maintains legal documents, reports and other records
- Answer inquires from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees and payment of fines
- Keeps accurate records of the status and disposition of cases before the court on the court docket
- Schedules and coordinates pretrial conferences with City Attorney
- Opens Courts, calling court to order and announce judge
- Answers incoming telephone calls
- Accepts payment of fines, fees, restitution or other costs assessed, operates a credit card machine generates receipts and performs daily balancing of court payments
- Provides information to the public in accordance with rules and regulations while maintaining confidentiality
- Exhibits detail with accuracy and efficiency in all aspects of the assigned tasks
- Performs all duties while maintaining a high level of customer service
- Maintains regular and punctual attendance
- Observes and follows established City and Department policies and procedures in the daily conduct of the job.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

**CLERK:**

- Assists in maintaining, filing, and safekeeping of official City documents and records
- Assists in the bi-weekly payroll for the City of Trinidad and the maintenance of payroll financial reports and payroll records.
- Participates in the administration of municipal elections
- Assists in the processing of business licenses
- Serve as a resource for the public, City staff, City Council and other organizations
- Perform general office duties, such as typing or proofreading correspondence, distributing or filing official forms or scheduling appointments.

**NECESSARY APPLICANT TRAITS:**

- Ability to think strategically and schedule, coordinate, and manage various day-to-day operational tasks and multiple projects of varying degrees of difficulty, size and complexity
- Learn, understand and utilize court specific systems and applications
- Ability to exercise independent judgment through own initiative
- Ability to deal with the public in a calm, constructive, and reasonable manner
- Demonstrate strong organization skills and a willingness to be pro-active and accept new challenges
- Ability to handle multiple tasks simultaneously with frequent interruptions
- Excellent communication skills both oral and written
- Ability to use computer word processing, spreadsheet, and database software to prepare documents
- Establish effective working relationships with peers and supervisors, the public and other interested and affected parties

**QUALIFICATIONS:**

- High School Diploma; Post secondary education in business, computer or office management is an asset
- Minimum 1-2 years experience with high public contact in an office environment preferred
- Experience with Microsoft Office software.
- Must possess a valid current state-issued driver's license and not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years.
- Successful candidates must pass a background investigation and drug screen prior to employment.

**TOOLS AND EQUIPMENT USED:**

Personal computer, Microsoft Office Suite, and databases; phone; fax and copy machine.

**WORKING CONDITIONS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in a group setting without the aid of a microphone. The noise level in the work environment is usually quiet to moderate.

The employee must be able to lift and/or move up to 25 pounds frequently. Specific vision abilities required by this job include close/distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Court Clerk/Asst. Clerk. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Court Clerk/Asst. Clerk.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**MOTOR COORDINATION:**

Requires that ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instruction such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Court Clerk/Asst. Clerk.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear).

**BENEFITS:**

Major medical insurance coverage  
Sick leave and paid vacation  
Retirement plan

**APPLICATION DEADLINE:**

Applications can be obtained from the Human Resources Department at City Hall, 135 N. Animas Street, Trinidad, CO 81082, downloaded from our website, [www.trinidad.co.gov](http://www.trinidad.co.gov), and submitted to [HR@trinidad.co.gov](mailto:HR@trinidad.co.gov) or submitted to the Colorado Workforce Center, 140 N. Commercial St, Trinidad, CO 81082. Applications will be received until 5:00pm on Friday, September 14, 2016.