



Job Description

POSITION: City/Court Clerk

DEPARTMENT: Administration

REPORTS TO: Mayor and City Council

The City Clerk / Court Clerk serves as the official custodian of municipal records and the administrator of the Municipal Court's records and proceedings. This position is responsible for maintaining the integrity of city and court records, supporting the legislative functions of the City Council, administering municipal court operations, ensuring compliance with federal, state, and local laws, and providing exceptional customer service to elected officials, city staff, law enforcement personnel, attorneys, and the public.

The position requires a high degree of professionalism, integrity, confidentiality, organizational ability, and attention to detail while balancing administrative, legislative, judicial, and financial responsibilities.

Duties and Responsibilities

City Clerk Responsibilities

- Serve as the official custodian of all city records, ordinances, resolutions, contracts, and legal documents.
- Prepare, publish, and distribute agendas and meeting packets for City Council meetings.
- Attend City Council meetings and prepare accurate minutes of proceedings.
- Maintain official records of ordinances, resolutions, policies, contracts, and legislative actions.
- Administer public records requests in accordance with state law.
- Develop and maintain records retention schedules and oversee the proper archiving and destruction of records.
- Maintain the official city seal and certify municipal documents.
- Prepare legal notices and coordinate publication requirements.
- Prepare correspondence, reports, and official documents for city administration.
- Assist with business licensing, alcohol licensing, and permits.
- Provide administrative support to the Mayor, City Council, and city departments.
- Maintain confidential personnel and administrative records.



Court Clerk Responsibilities

- Receive, process, and maintain citations, complaints, warrants, and court case files.
- Prepare court dockets, calendars, notices, summonses, subpoenas, and other court documents.
- Attend Municipal Court sessions and assist the Municipal Judge with court proceedings.
- Record court dispositions and maintain complete and accurate court records.
- Process continuances, dismissals, probation documentation, warrants, and case closures.
- Collect fines, court costs, bonds, restitution, and other court-related payments.
- Submit required reports to state agencies and maintain compliance with reporting requirements.
- Coordinate with law enforcement agencies regarding citations, warrants, and court schedules.
- Process requests for certified court records and maintain confidential judicial records.

Administrative Responsibilities

- Provide courteous and professional customer service to citizens, attorneys, developers, businesses, law enforcement agencies, and government officials.
- Prepare reports, correspondence, and statistical information.
- Operate and maintain electronic records management and court management systems.
- Maintain office supplies and administrative files.
- Assist with audits, inspections, and compliance reviews.

Required Knowledge

- Municipal government operations and administration.
- Municipal court operations and judicial procedures.
- State and local laws governing open meetings, public records, and records retention.
- Court rules, legal terminology, and judicial processes.
- Records management and archival procedures.
- Parliamentary procedure.
- Cash handling and governmental accounting principles.
- Election administration and licensing procedures.
- Modern office administration and electronic records management systems.
- Customer service and public administration practices.



Required Skills and Abilities

- Prepare accurate meeting minutes, court records, ordinances, resolutions, and legal documents.
- Maintain organized and confidential municipal and court records.
- Manage multiple priorities and deadlines while maintaining accuracy.
- Handle financial transactions and reconcile accounts.
- Communicate effectively with elected officials, judges, attorneys, law enforcement officers, city staff, and the public.
- Operate computerized records management and court management software.
- Exercise sound judgment, discretion, and impartiality.
- Work independently with minimal supervision while maintaining exceptional attention to detail.

Qualifications

- High school diploma or GED required.
- Experience with Microsoft Office Suite and Adobe
- Experience in records management, court administration, or public administration is highly desirable.
- Complete the required state training within a year.