

## Job Title: Public Safety Clerk/Assistant Court Clerk

**Job Summary:** This position assists the Chief of Police and the Court Clerk with various administrative duties related to the functions of the Police Department and Municipal Court.

### **Major Duties:**

- Provides administrative assistance to the Police Department and Municipal Court; files all police reports, maintains all Police and Court records, enters all citations into municipal court database; files citations by appropriate court date and processes departmental mail;
- Receives and responds to public inquiries on the telephone and in-person; receives payments for citations and court services, processes house watch requests, responds to requests for reports or other records;
- Assists Court Clerk with court procedures; prepares case files, obtains driving records and criminal histories, closes out court files on court date; may serve as the Court Clerk when the incumbent is absent or unavailable;
- Receives and processes applications for golf cart permits and alcohol licenses; processes background check requests;
- Processes departmental purchase orders and invoices and submits to Town Hall for payment;
- Runs driver histories and enters traffic citations into Court software; enters items and warrants into GCIC;
- Receives code enforcement complaints, assigns code enforcement cases to officers for investigation;
- Updates and maintains equipment and vehicle logs for the Police Department;
- Attends training as assigned;
- Performs other duties as assigned.

### **Knowledge Required by the Position:**

- Knowledge of or ability to learn City ordinances, policies and procedures;
- Knowledge of public safety and municipal court procedures and terminology;
- Knowledge of GCIC use, information and requirements;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Ability to perform basic mathematical functions;
- Ability to organize, retrieve and dispose of City records and ordinances as required by law;
- Excellent customer service skills;
- Effective written and oral communication skills;
- Ability to obtain GCIC operator certification;
- Ability to work well with others;
- Ability to establish and maintain effective working relationships with departmental personnel, other Town personnel and the public.

**Job Title: Public Safety Clerk/Assistant Court Clerk (Continued)**

**Supervisory Controls:** The work of this position is performed under the supervision of the Court Clerk.

**Guidelines:** Guidelines include Town ordinances as well as Town and departmental safety manuals, policies and procedures.

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Personal Contacts:** Contacts are typically with co-workers, public safety and court officials, council members, vendors, attorneys and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** This work is typically performed indoors with the employee sitting at a desk, with occasional bending and lifting.

**Work Environment:** Work is typically performed in an indoor office environment.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Associate's degree preferred; one (1) year of related work experience preferred; GCIC certification or ability to acquire and maintain certification required; valid State of Georgia Driver's License and satisfactory Motor Vehicle Record; equivalent combination of education and experience.