

**City of Edgewood  
Job Description**

**Job Title:** Water Clerk/Municipal Court Clerk

**Summary:**

The Utility Billing Clerk must perform a wide variety of duties in the processing and maintenance of the city's water and wastewater utility billing system. This position requires working directly with the general public, contractors, and other city staff. The Municipal Court Clerk duties include a variety of detailed clerical, bookkeeping and administrative functions to ensure the efficient and accurate operations of the Municipal Court. This candidate must have excellent customer service skills with the ability to handle multiple tasks; Must be adaptable to perform under stress and when confronted with persons acting under stress.

**Supervision Received:**

Works under the direct supervision of the City Secretary and the Municipal Court Judge.

**DEFINITION:** The position involves general office work in billing and collection. This position requires an individual who is capable of exercising independent judgment and who possesses skills, personal disposition, and the psychological qualities generally required of people who work well with the public.

**POSITION TITLE: Water Clerk**

**EXAMPLES OF ESSENTIAL DUTIES:** (The omission of a duty does not exclude it from the position if the duty is similar, related, or a logical expectation for an individual to perform as part of the job responsibilities)

- Bill Preparations
- Works with customers to resolve inquiries pertaining to charges and services.
- Receives, enters and tabulates payments from customers over the counter, or by mail.
- Types letters, forms, maintains files and various other office records.
- Activates or de-activates customer accounts for computer billing purposes.
- Mails bills and other statements accurately to customers on monthly basis.
- Receives and/or routes telephone inquiries for customer service.
- Collect all sewer and water connection fees and deposit moneys into proper accounts.
- Prepare annual water reports and audits pertaining to TCEQ and TWDB.
- Picks up and delivers correspondence/documents to other staff.
- Become knowledgeable of City ordinances
- Accurately deposit each day's receipts into proper bank accounts.
- Communicates Water Shut Offs to individuals responsible for completing Shut Offs.
- Maintains individual water meter files.
- Maintains office equipment in Water department.
- Maintain a neat work area and light housekeeping
- Misc. clerical tasks as requested by management.

**POSITION TITLE: Municipal Court Clerk**

**EXAMPLES OF ESSENTIAL DUTIES:** (The omission of a duty does not exclude it from the position if the duty is similar,

related, or a logical expectation for an individual to perform as part of the job responsibilities.)

- Assists defendants and callers regarding court procedures, payments, citations, and warrants; responds to requests for public information within the scope of authority.
- Maintains court records and charges filed in court cases, and the disposition of each charge.
- Collects statistical data and compiles data for reports; receives and sends information to and from other agencies.
- Prepares and maintains appropriate calendars; sets up court hearings and prepares summons and trial subpoenas.
- Collects, posts, and balances fines and fees, and accurately reconciles daily cash transactions using court-specific computer software; reviews and verifies accounting records.
- Assists in preparation and filing of Municipal Court paperwork related to defensive driving courses, deferred disposition and community service and explains the process and the court paperwork to defendants.
- Prepares court documents required for default hearings and issuance of Capias Pro Fine Warrants.
- Utilizes computer software applications to enter, modify and retrieve a wide variety of court documents, reports, records, letters and other material.
- Inputs a variety of court transactions including new citations and court docket entries, creates case files and prepares cases for court (pre-trial hearings, bench and/or jury trials included).
- Handles complaints pertaining to the Court and dispenses information based on ordinances and departmental operations.
- Reads and interprets applicable laws, ordinances, and regulations affecting court operations.
- Prepares court files for court use; processes timely notices to defendants of arraignments, trials, and hearings.

**KNOWLEDGE, SKILLS, AND ABILITIES** (The following knowledge, skills, and abilities are necessary in order to effectively perform the duties of this position. The omission of specific knowledge, skills, and abilities does not exclude them from the position if the knowledge, skill, or ability is similar, related, or a logical expectation for an individual to possess to effectively perform the duties of this position.)

- Maintain a neat, clean and acceptable personal appearance.
- Ability to report for work and perform the duties of the position for 35 hours a week. Work hours will be Monday-Friday 8:00 a.m. - 3:00 p.m. Some additional hours may be required depending on special projects.
- Possess even temperament, good judgment and excellent human relations skills with the ability to communicate effectively with coworkers, management and the public, some of whom who at times may be irate and unreasonable.
- Ability to accurately perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- Have physical and mental ability to work independently and cooperatively and to perform duties of job in comparable time to other employees.
- Must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in a office environment.
- High School diploma or equivalent.
- Knowledge of modern practices and procedures employed in general business.
- Excellent communication skills, both written and oral.
- Not have been convicted of or pleaded guilty to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled

substances.

- Possess a good reputation for confidentiality.
- Must be able to be bonded.
- Possess good knowledge of English, punctuation, spelling and arithmetic

**Salary:** Beginning Salary of \$12.00/hour with a \$1.00 an hour raise upon satisfactory completion of a six month probationary period. Salary may be adjusted at the time of acceptance of employment for persons who demonstrate knowledge or work experience commensurate with essential job duties listed above.

Pre-employment background check and drug testing is required.