



POSITION DESCRIPTION			
Title	Court Clerk & City Hall Receptionist	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	<p>The Court Clerk & City Hall Receptionist serves a dual function in managing court procedures and functions while and also serving as City Hall receptionist. The Court Clerk & City Hall Receptionist is responsible for all municipal court procedures, polices, record keeping, court payments, and open records requests regarding municipal court. As part of this function, the Court Clerk also ensures accuracy in collecting and managing court funds such as bond monies and citations, and sending monthly reports and monies to state entities.</p> <p>Reception duties including greeting all City Hall visitors, answering all incoming phone calls, collecting water payments and providing daily receipt payment reports, and generating work orders for public works department (e.g., recreation and streets). The Court Clerk & City Hall Receptionist works collaboratively to support all administrative functions of the City.</p>		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Minimum 3 years' relevant experience in a customer-focused position required. ▪ High School diploma or equivalent required. ▪ Experience with billing processes, accounts payable and/or cashiering functions preferred. ▪ Experience with city ordinances, rates, and billing policies preferred. ▪ Ability to be bonded by a surety company required. ▪ Proficiency in Microsoft Office and Google suite of tools required. 		
Essential Job Responsibilities	<p>Court Processes</p> <ul style="list-style-type: none"> ▪ Oversees all Municipal Court policies and procedures, preparing paperwork, dockets and court documents. ▪ Prepares and sends monthly court reports and payments to government entities. Accurately inputs all court information into recordkeeping database. ▪ Communicates regularly with the Chief of Police and members of the police department as needed to prepare for and coordinate Court responsibilities. <p>Receptionist Responsibilities</p> <ul style="list-style-type: none"> ▪ Answers all phone calls and greets incoming guests in a fast, friendly, and professional manner. ▪ Receives and enters all water bill payments, including drop off box and post 		



	<p>office payments that need to be entered in the system.</p> <ul style="list-style-type: none"> ▪ Prepares daily money reports and deposits, including water bill payments, building permits and building inspection fees, and any incoming checks from county governments. ▪ Communicates with street and recreation department with work orders that are needed by the citizens. ▪ Works collaboratively with the City Clerk and Utility & Permit Clerk to ensure all administrative functions are completed accurately and in a timely fashion and to coordinate back-up coverage for key functions as necessary.
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. ▪ Demonstrates commitment to quality in every task performed.
Physical Demands	<p>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.</p> <ul style="list-style-type: none"> ▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions. ▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. ▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.