

Job description for the part time assistant city clerk/municipal court clerk = \$15 - \$17 per hour plus full benefits. 24-28 hours per week.

Municipal court clerk

- Attend all Udall court hearings (2nd Tuesday of each month @ 6:00pm)
- Responsible for all correspondence with judge, attorneys (both prosecutors and defense), attorneys' legal assistants/paralegals, defendants
- Keep all court records up to date (both electronically and paper files)
- Regularly send files to and from Kansas DMV and KBI
- **Attend Kansas Municipal court clerk training yearly for (1-4 years)**
- Handle all payments from defendants towards cases
- Send notices to appear
- Create and send signed bench warrants
- Handle bond paperwork and payments
- Send orders of transport to jails when necessary

Assistant City Clerk

- Answer the main phone line & take messages
- Pick up and drop off mail daily
- Receipt all payments
- Fill out work orders for maintenance team and store for city clerk
- Keep all paperwork in the office organized and triaged for city clerk
- Keep all credit card payments up to date
- Take deposits to bank daily
- Schedule for Udall community building
- Regularly update forms used by city clerk and court clerk
- Create monthly Chit Chat for city
- Drop off chit chat to local businesses and to post office
- **Attend IIMC City Clerk Institute, online and in person.**