



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	Finance/Court Assistant		
Department:	Finance		
Supervisor:	Finance Supervision Structure		
Date:	September 2012	Position No.	FIN/5
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Scope:

This position is responsible for assisting in performing various duties for the Sedalia Municipal Court and the Finance Department.

Major Duties:

1. Assists in the preparation of dockets, case files and documents for court sessions.
2. Assists in general court duties such as; preparation of tickets, summonses, arrest warrants, filing of docket sheets and other court paperwork.
3. Records case dispositions, citations, restitutions and issue receipts.
4. May assist in balancing cash drawer, posting of payments and preparing bank deposits.
5. Enters data from tickets and complaint forms into the court software.
6. May assist the municipal judge during court sessions: collects fines, prepares payment agreements, retrieves files and papers, and prepares letters of incarceration.
7. Assists customers by telephone and at various walk-up windows.
8. Assists in receiving payments from the public, and other city departments.
9. Enters cash receipts as directed and assists with business licenses.
10. Assist in the preparation of various monthly reports as assigned by the finance director.
11. Performs general administrative duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 2 years computer experience preferred
3. Ability to be bonded
4. Missouri driver's license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of basic accounting and mathematics.
2. Skill in maintaining files and records.
3. Skill in operating standard office equipment.
4. Skill in operating a computer and various software programs.
5. Skill in data entry.
6. Skill in dealing with the public.
7. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances, state laws and regulations.
2. Administrative rules as set forth by the Judge.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to both the Sedalia municipal court and the finance department. The number of guidelines and steps to be followed contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, judges, lawyers, defendants, probation officers, military agencies, general public and other city employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.