Job Description for Water Clerk/Municipal Court Clerk

The Water Clerk/Municipal Court Clerk is a combined role. The combined roll is part time, Monday – Friday. Details for the position are separated out below according to each function.

Salary:
$13 - $15 an hour

Job Title:
Water Clerk

Reports to:
Mayor

Purpose: The Town Water Clerk is responsible for the accurate and efficient administration of the Town's water billing and customer service functions.

The Town Water Clerk is a vital role in the administration of the water system. The following is a job description for this position:

Essential Duties and Responsibilities:

1. Maintain accurate and up-to-date records of water usage and complete customer account information, including allowed adjustments, refunds, cut-off lists, and any other customer and water department records

2. Prepare monthly billings for all customers including the monthly bank drafts, water department payroll, and closing out the monthly charges

3. Input and reconcile monthly water readings

4. Accept and process monthly water payments, including preparing deposits, making cash reports, and posting payments

5. Reconcile monthly bank statement

6. Process new customer accounts and disconnects

7. Set up bank drafts for water customers

8. Respond to customer inquiries regarding billing, usage, and service related issues

9. Handle customer complaints and resolving any billing disputes in a timely and pleasant manner

10. Generate and analyze reports to track water usage, billing and revenue trends monthly and annually

11. Complete necessary forms for the Mississippi Department of Health, Mississippi Department of Environmental Quality, and any other agency as required

12. Update and maintain the Town's water billing software and databases

13. Perform other related duties as assigned

Qualifications:

1. High school diploma or equivalent required, Associate's or Bachelor's degree in Business Administration, Accounting, or related field is preferred

2. A minimum of 2 years of experience in billing, customer service or a related field

3. Proficient in Microsoft Office and prefer experience with billing software

4. Excellent customer service skills and the ability to communicate effectively with customers and town staff

5. Ability to analyze and interpret data and generate reports

6. Excellent organizational skills and attention to detail

7. Ability to work independently and in a team environment

8. Ability to handle sensitive and confidential information

This job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the position. This job description is subject to change at any time as the needs of the town and job requirements change.

Job Title:
Municipal Court Clerk

Reports to:
Mayor

Purpose:
The Municipal Court Clerk is responsible for managing court proceedings and performing administrative tasks in a municipal court setting. They will be comfortable working with judges,

attorneys, and members of the public. They will possess excellent communication and interpersonal skills, ensuring that all court records and documents are properly maintained. The ideal candidate will be highly organized, detail-oriented, and customer-service focused.

A Municipal Court Clerk plays a critical role in the administration of justice in a municipal court setting and is responsible for the accurate and efficient administration of the Town's court files and records while supporting the Town officials in office management and administrative processes.

The following is a job description for this position:

Essential Duties and Responsibilities:

1. Manage, schedule, and attend monthly court hearings, trials, and other proceedings

2. Maintain court records, including creating case files, dockets, and other documents, including input of tickets in the court fines system

3. Prepare and process tickets and legal documents, such as subpoenas, warrants, and summons

4. Respond to inquiries from judges, attorneys, and the public regarding court proceedings and documents

5. Collect, process, and deposit court fees, fines, and other payments

6. Administer oaths and affirmations to witnesses and jurors

7. Coordinate with law enforcement agencies and other stakeholders in the criminal justice system

8. Perform data entry and other administrative tasks related to court proceedings such as printing of Court Docket following court, recording the verdict, following up on delinquent fines and tickets

9. Attend required classes

10. Prepare and submit monthly reports to the appropriate state agency, make copies of monthly transactions, and print AOC Reports as required

11. Maintain confidentiality and adhere to ethical standards in all court-related activities

12. Perform other related duties as assigned

Qualifications:

1. High school diploma or equivalent required, Associate's or Bachelor's degree in Business Administration, Accounting, or related field is preferred

2. A minimum of 2 years of experience in administrative work, customer service or a related field

3. Understanding of legal terminology and court procedures preferred

4. Proficient in Microsoft Office

5. Excellent interpersonal skills and the ability to communicate effectively

6. Ability to handle sensitive and confidential information

This job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the position. This job description is subject to change at any time as the needs of the town and job requirements change.

Salary and Benefits: The salary and benefits for this position will be determined based on the town's compensation policy and budget.

Job Title: Water Clerk/Municipal Court Clerk

Job Type: Part-time

Pay: $13.00 - $15.00 per hour

Schedule:

- 4 hour shift
- Monday to Friday

Ability to commute/relocate:

- Sturgis, MS 39769: Reliably commute or planning to relocate before starting work (Required)

Shift availability:

- Day Shift

Work Location: In person