

Office Clerk

General Job Duties:

The Office Clerk position is responsible to assist with the day-to-day office operation, i.e. answer and respond to phone calls, meet and greet front counter customers. Respond to public inquiries, complaints, and requests. Provide information to the public regarding City services. Office Clerk performs the full range of office and administrative support duties and tasks. Responds to and effectively prioritizes multiple phone calls, walk-up traffic and other requests/interruptions.

Assist City Secretary, but not limited to:

- Preparing, publishing, posting and distributing city council meeting agenda and agenda packets;
- Attending city council meetings and handling media;
- Maintaining and up-dating the city website;
- Researching information associated with Texas Public Information Act; researching ordinances, resolutions, and minutes;
- Planning for Municipal and Special elections, including preparation of the necessary resolutions and ordinances and posting notices ensuring all legal requirements are met;
- Performing Notary Public services as needed;
- Preparing ordinances, resolutions, reports for city council meetings; finalizing ordinances and resolutions after city council consideration and obtaining proper signatures and post in accordance with the law;
- Finalizing meeting minutes, printing, numbering, obtaining proper signatures and placing in appropriate minutes book;
- Performing other related duties as required or assigned.

Assists Water Clerk, but not limited to:

- Taking water bill payments from the drop box, call-ins, or walk ins
- Making daily deposits, when needed

Assists Court Clerk, but not limited to:

- Inputting payments and printing checks for Account Payable.
- Filing invoices in proper files.
- Preparing time sheets for payroll.
- Printing payroll checks for signatures.
- Preparing Biweekly, monthly, and quarterly payroll reports.
- Preparing general fund bank deposits biweekly
- Collecting court fines.

Supervision:

General supervision is provided by the City Secretary.

Required Computer Skills: Proficient in Microsoft Word and Excel, email and internet. Will need to be proficient, with training, in the financial, water bill, and court software.

Requirements:

High School Diploma or equivalent.

Valid Texas Driver's License with acceptable driving record.