



The City of Yukon Job Announcement

Municipal Court – Deputy Court Clerk

DEPARTMENT Municipal Court

RESPONSIBILITIES

- Primary staff person for customer service at the front counter including but not limited to the handling and correct posting of cash, checks and money orders
- Primary staff person for customer service at the front counter including but not limited to the handling and correct posting of cash, checks and money orders
- Primary staff person for telephone inquiries
- Receives, logs, and indexes daily incoming filings and citations
- Daily data entry of citations
- Filing of citations previous to assigned court date
- Assists in the preparation of court dockets
- Assists in the completion of the daily deposit
- Other duties as assigned by Court Clerk/Administrator

SKILLS & ABILITIES

- Ability to project a professional image in speaking and respond appropriately to challenging situations such as dealing with angry customers, confused defendants, police officers and attorneys
- Ability and skills to perform multiple tasks concurrently
- Proficient keyboarding skills to complete assigned work accurately and in a timely manner
- Excellent customer service skills
- Excellent cash handling skills
- Ability to effectively communicate on a one-to-one basis with the public
- Ability to maintain effective working relations with employees, other departments, officials and the public
- Considerable knowledge of general office procedures
- Ability to maintain a high degree of confidentiality
- Ability to maintain accurate records
- Ability to type and enter data accurately
- Ability to interpret a variety of instructions

SALARY INFORMATION

\$31,609

ELIGIBILITY REQUIREMENTS

- High School Diploma
- Experience with office procedures and equipment
- Type 50 WPM
- 10-Key by touch;130 KPM
- Computer skills

PERFERRED REQUIREMENTS

- Incode Software
- DPS Reporting
- Municipal Court or Legal Experience
- Technology Driven

APPLICATION INFORMATION

Applications are available at the Yukon City Hall, 500 W. Main, Yukon, Oklahoma.
Monday- Friday between the hours of 8:30 a.m. and 4:30 p.m.