

The City of Prairie View is seeking to hire a clerk to work part time in the Municipal Court and part time in the Police Department.

A. General Description

- Maintain files; set up, sort, file and retrieve documents as needed.
- Runs records checks; provides information to police officers, federal and state agencies, armed forces and the general public.
- Review arrest records and police reports to determine if they are open or closed records according to the state statute guidelines.
- Answer telephones; assist public in filling out forms; give general information on record checks, police reports and other related materials.
- Enter data into computer system, video display terminal or comparable office equipment.
- Receive payments for fines, fees.
- Assists general public at counter.
- Opens, sorts and routes incoming mail.
- Performs related work as required.
- Attends training as assigned.

B. Knowledge, Skills and Abilities

- High school or G.E.D.
- Knowledge of modern office methods and procedures.
- Ability to follow oral and written instructions.
- Ability to dispense information quickly and efficiently.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to communicate tactfully and courteously with the public.
- Ability to type 40 words per minute with accuracy.
- Make decisions under pressure or stressful conditions;
- Have good problem solving skills;
- Comprehend and implement verbal and written instructions;
- Not share sensitive or confidential information with unauthorized persons;
- Apply reasoning skills when confronted with circumstances requiring discretionary decisions;
- Adjust rapidly to changing priorities and situations;
- Apply policies, procedures and instruction or training to actual incidents/situations;
- Handle situations courteously, firmly, tactfully and impartially;
- Retain and retrieve information furnished in the form of policies, verbal reports;
- Be capable of receiving and giving instructions.

Salary - \$14.00 hour.

Email resume to salexander@prairieviewtexas.gov