

TOWN OF ABITA SPRINGS

Job Description: Town Clerk/Clerk of Court

Band: Director

Job Purpose

The Town Clerk performs statutory duties as defined by the State of Louisiana and in compliance with the Lawrason Act, understanding and following these regulations and staying current on updates. The Clerk serves as the public face and first line of contact for the Town in overseeing the day-to-day operations of the Town business and Town Hall under the direction of the Mayor, and oversees direction of the administrative staff.

Reports to: Mayor

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

Town Clerk

- Prepare and maintain reports as required by federal, state and parish regulatory bodies for official municipal documents; involves extensive public contact in collecting files and providing information to citizens, public officials, vendors, etc.
- Attend Town Council meetings, Public Committee meetings providing assistance as needed.
- Maintain a public information service and, in response to public records requests, furnish information and material concerning the Town government.
- Maintain the Official Oaths of Office, serve as custodian of Town Seal and other important and legal Town documents.
- Maintain and update the Town's Facebook site.
- Perform routine clerical tasks, i.e. typing, photocopying, answering the phone, and responding to walk-in requests for services and situations.
- Represent Town at community events, and serve as directed by the Mayor

Job Qualifications

- 5-7 years of experience in Administrative/clerical field, with high public interaction; municipal experience preferred
- Microsoft Office proficiency
- Strong written and verbal communication
- Ability to work independently on complex and sensitive issues within municipal government
- Customer Service mindset

Direct Reports

- Finance Director
- Intergovernmental Affairs Director
- Planning and Zoning Director
- Town Marshal
- Utility Manager
- Park/Admin Assistance

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as liaison on community committees.

- Conduct annual review of insurance policies with insurance broker; process claims against the municipality, maintaining files and log, and coordinate claim response/handling with municipal claims administrators.
- Approve preliminary payroll; track official PTO.
- Provide administrative back-up to other departments as needed.

Clerk of Court:

- Maintain dockets or calendars of cases to be called.
- Record case dispositions, court orders, and arrangements made for payment of court fees.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, subpoenas, background checks, concealed weapons requests, accident reports, witness fees, and payment of fines.
- Prepare and issue orders of the court, including release of documentation.
- Prepare documents recording the outcomes of court proceedings.
- Search files, and contact witnesses, attorneys, and litigants, in order to obtain information for the court.
- Follow procedures to secure courtrooms and exhibits such as money, drugs, and weapons.

Town Clerk/Clerk of Court provides oversight of independent contractors:

- Public Works Clerk
- Tree Inspector