



**Skill in:**

Use of personal computer, MS Windows, MS Excel, MS Word, Word Perfect, GroupWise, and court-specific software and computer systems.

Effective interpersonal relations.

Word-processing and spreadsheets to create letters, forms and reports.

Mathematics including addition, subtraction, multiplication, division and percentages.

**Ability to:**

Make independent decisions following established procedures, manuals, and codes.

Follow written and oral instructions.

Read, understand, and accurately complete legal forms and documents.

Interpret and follow complex rules, regulations and procedures.

Apply legal terminology pertinent to court activities and procedures.

Provide quality customer service and handle difficult public contact situations.

Communicate effectively verbally and in writing.

Establish effective working relationships with City staff and the general public.

Operate office equipment including personal computer, copier, fax and courtroom tape recorders.

Work varied hours utilizing flex scheduling.

**WORKING CONDITIONS:**

Office setting. Stand, sit, reach, bend, stoop, stretch, kneel, twist and turn the body and adapt and move between workstations and job tasks repeatedly during a single shift.

**MINIMUM QUALIFICATIONS:**

One year of college education or one year of experience in one or more of the following areas: records retention, cashiering, criminal justice, or any equivalent combination of experience and education.

**SPECIAL REQUIREMENTS:**

None.