City of Fulshear
JOB DESCRIPTION

Position Title: Deputy Court Clerk/Utility Billing Assistant
Position Status: Non-Exempt

General Description:
This position is responsible for providing administrative support to the Municipal Court and Utility Billing Department. To process payments received to both departments and provide professional customer service to all.

Organizational Relationships:
Reports to: Court Administrator/Finance Director
Supervises: None

Qualifications:
A High School Diploma required. College or certified instruction in Public or Business Administration preferred. Prior billing, collection and public sector experience a plus. The person in this position must be able to pass background/credit check.

Additional Required Knowledge, Skills and Abilities:
The ability to employ sound administrative and customer skills in a team environment. The ability to organize files and documents; the ability to serve in the capacity of a Notary Public; the ability to utilize computer software including Microsoft Office, InCode and other specialty software packages; the ability to communicate clearly both verbally and in writing and the ability to maintain confidentiality.

Essential Duties:
- Cash Collections for Municipal Court and Utility Billing
- Provide administrative assistance to Municipal Court and Utility Billing
- Prepare, document and maintain files for the Municipal Court and Utility Billing
- Data entry of various information for Municipal Court and Utility Billing
- Serve as accounts receivable clerk and collect payments for various departments of the City
- Assist in the preparation and delivery of court notices, monthly billings, delinquent notices, non-payments and shut offs.
- Assists the public in completing forms, answering questions and giving information on services and functions of Municipal Court and Utility Billing.
- Assist with the office reception and serve as an initial point of contact for patrons.
- Provide respectful and professional customer service at all times.
- Participate in training to ensure the City receives the highest level of services possible.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

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