

Job Duties for Administration/Court Clerk

- **Court Clerk**

- Entering Citations into CTRIS program
- Creating Envelope for Citations
- Retrieving DL history of TN drivers
- Logging the number of citations on the Citation Spreadsheet
- Filing the green copies of the citation
- Creating a court docket monthly
- Submitting the court docket, citations, and Attorney information to the Judge
- Alternating months to serve in court
- Documenting the outcome of the court decisions
- Submitting Citations to the State after citation is paid, when def is a Fail To Appear in court, when payment was not received as an Agree To Pay in the agreed time.
- Recording all communications of the defendant, Judge, Attorney, PD to the CTRIS site and on the envelope of the citation.
- Answering questions regarding citations, payments, deferrals
- Receipting payments and entering the information on the CTRIS site and envelope

- **Human Resource**

- Preparing advertisements for open position
 - Mountain Press, Website, Facebook, Doors of City Hall
- Preparing for New Employees
 - Job application
 - New Hire Check list page filled out to mark what has been completed.
 - Set up physical/drug test
 - Provide Insurance Information and Applications
 - Make an employee folder and scan all documents during employment
 - Create a file on the shared drive for Personnel
 - Liaison with the Insurance Reps for questions and updates, additions, removals, corrections
 - Adding employee to Teledoc/Healthiest You
 - Adding employee to Airmed
 - TN Drug Free Workplace training
 - Assisting with the ordering of work clothes, boots, etc.
 - Update the Town website with the new employee
 - Update Vendors of new employees
- Process and audit insurance invoices and notify any discrepancies immediately to the insurance rep and City Administrator
- Workman's Compensation Rep
 - File all WC incidents to Public Entity Partners
 - Liaison to WC for the employee and Public Entity Partners
 - Create a personnel WC file under the employee's current employee file on shared drive and create a WC folder for the employee file
- TDFWP Rep
 - Annually submit an application for the Tennessee Drug Free Work Place program to Lance Wheaton at the TN Bureau of Workers Comp by August 20th.

- Video Training for TDFWP
- **Creating Advertisements**
 - Types of Advertisements
 - Agenda, Second Reading Ordinance, New Ordinance Passed, Job Opening, Events, Closures, Holidays, Misc.
 - Places of Advertisements
 - Mountain Press, Website, Facebook, Doors of City Hall, Indeed, MTAS website
 - What to do with the Mountain Press Ads
 - Submit them to the Mtn. Press two days prior to the date that the ad will be published
 - For the Mtn. Press invoice and recording purposes, a copy is retained of the ad we submit to the paper, a copy of the proof ad, and retrieve the actual ad from the Mtn. Press
- **Clerical Misc.**
 - Updating Misc. Logs
 - Creating Files for Payments, Invoices, New Employees, Vendors,
 - Submission of applications for new vendors
 - Submission of applications for Bee City, Tree City, TN Drug Free Work Place annually
 - Entering information in the ASANA App
 - Invoice Payment processing
 - Receipting Payments
 - Updating shared Google Calendar
 - Retrieving mail from mailbox and nightdrop
 - Answering calls
 - Contacting vendors for repairs
 - Retrieving Voicemails and processing the requests
 - Filing, copying, scanning, faxing, Emailing, shredding, laminating
 - Local Government
 - Word Press for Website
 - Mailchimp for Newsletter
 - ASANA-for Building, Rezoning and Variance Request Application documentation, and misc.
 - Microsoft Word
 - Excel
 - Last Pass for Passwords
 - Adobe
 - Indeed
 - Google Calendar
 - Microsoft Teams
 - Building/Rezoning/Variance Requests
 - Supply Applications
 - Receive Applications and documentation
 - All documentation is entered into ASANA
 - Submit to City Administrator, Building Official, and City Planner
 - Preparing for a new Fiscal Year with new files for receivables and payables, acquiring documentation for the auditor

- Misc as needed to assist office staff
- **Monthly Newsletter**
 - Create a newsletter monthly using Mailchimp
 - For upcoming events
 - Meeting Agendas
 - Unofficial Meeting Minutes
 - School Information
 - Upcoming Holidays or Days of Closure
 - Links to Bee City and Tree City
 - City Hall information-misc
 - Pictures
 - New Employees
 - Bridge/Road Closures or Repairs
- **Facebook Entries**
 - Agendas
 - Meeting Cancellations
 - 2nd Reading of Ordinances
 - New Ordinances that have passed
 - Closures/Repairs to Roads or Bridges
 - Upcoming Events
 - Emergency Weather Updates
 - Holidays
 - Monthly Newsletter
- **Website Entries**
 - Meeting Agendas
 - Meeting Minutes
 - New Ordinances
 - Upcoming Events
 - 2nd Reading of Ordinances Notice
 - New Ordinance Passed Notice
 - Dates of the meetings coming up
 - Closures/Holidays
 - Repairing of Rds/Bridges
 - Copy of the monthly newsletter
 - Updates of staff
 - Updates of Zoning Ordinance and Zoning Map when available
- **Recording Duties**
 - Attends board meetings and takes minutes
 - BMA Meeting packets filed to binder (notation page of any canceled meetings for binder)
 - BMA Meeting official/signed minutes filed to binder (notation page of any canceled meetings for binder)
 - Official/signed ordinances and resolutions filed to the correct binder

- A copy of all Mtn. Press proof ads that include an ordinance and/or resolution would be placed behind the ordinance or resolution when it is filed in the binder
 - Email all ordinances that are passed after 2nd reading to Nancy Gibson the MTAS Codes Administrative Specialist
 - Email all Zoning related ordinances that are passed after 2nd reading to Joe Barrett the ETDD Regional Planner.
 - Official/Signed Ordinances will be placed on the Town's website
 - Official/Signed Ordinances and Resolutions are logged on the share drive
 - Tree Board and Bee Board meeting agendas and minutes are advertised and filed to their binder with copies of their advertisement from the Mtn. Press.
- **TDFWP Rep**
 - Annually submit an application for the Tennessee Drug Free Work Place program to Lance Wheaton at the TN Bureau of Workers Compensation by August 20th.
 - Video Training for TDFWP for new employees
- **Ordering Supplies**
 - Office Supplies, Janitorial and misc. for City Hall, Maintenance, and Police Department
- **Record Request**
 - Answering record requests timely within guidelines
 - Requesting the required documentation for processing the request
 - Entering all documentation on shared drive and in binder
 - Contacting the Open Records Council, MTAS Attorney, or Town Attorney (only with the City Administrator's approval) for clarification on items that are public if not found within the Records Request binder
- **Tree City USA**
 - Apply and pay dues annually
 - Advertise any meeting
 - File meeting agendas and meeting minutes on shared drive and binder
 - Set up Arbor Day annually -planting a tree
- **Bee City USA**
 - Apply and pay dues annually
 - Advertise any meetings
 - File meeting agendas and meeting minutes on shared drive and binder