

# Town of Olathe

## Deputy Town Clerk/Court Clerk

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The Deputy Town Clerk and Court Clerk are two separate positions working within the same office. You will be responsible for both positions and keeping them separate. This is a three-quarter time position with a partial benefits package.

**SUPERVISION RECEIVED:** Reports to Town Clerk and Municipal Judge

**Minimum Requirements:**

- 18 years or older
- High School graduate or equivalent
- Possess and maintain valid driver's license
- 2 years administrative office work
- Bilingual a plus

**Salary Range:** \$17.00 - \$19.00 hourly - DOE

**BENEFITS:** 9 paid holidays, Life insurance, pro-rated paid vacation and sick leave and optional voluntary AFLAC and 457 retirement plans.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** Duties and/or responsibilities may change at any time with or without notice and as assigned. This job description does not cover or contain a comprehensive list of duties or responsibilities that are required of this position.

- Produce digital content on Town website, social media accounts, Town newsletter and Text My Gov tool; maintain Text My Gov tool with Department Heads, community and on Town website, and responsible for creating, acquiring content, and distributing Town Newsletter.
- Ensures consistent messaging with Text My Gov, social media accounts and Town website; upholds Town policies and responds to public inquiries in a professional manner to create positive engagement experiences with residents, community organizations, media relations, and the business community.
- Serves as back-up in the absence of the Town Clerk, and backup for the Utility Billing Clerk; performing functions as needed, including front desk customer service, utility payment and inquiries, municipal court clerk functions, telephone calls, setting up and attending meetings, preparing agendas, and taking minutes, greeting customers and guests, responding to customer needs, questions, suggestions and complaints; directing callers to appropriate department personnel and /or taking messages.
- Initiating defendants' files and sending appropriate correspondence; answering court related questions, taking payments, issuing receipts and scheduling court appearances.
- Performs courtroom duty; prepares court files, court docket and is responsible for filing all court cases appropriately as required.
- Provides data entry and tracking for all types of offenses including traffic, municipal and juveniles. Provides information and forms to DMV for traffic offenses in a timely manner.
- Processing of applications for various licenses and permits including business, yard sale, and special event permits.
- Assists with preparing and conducting municipal and special elections in accordance with established laws, ordinances, and procedures.

- Management of Community Center including rentals and coordinating repairs and resolving complaints.
- Assist with Safety Program: distribute monthly safety flyers; coordinate and facilitate monthly safety trainings, including new hire safety training as required for compliance with CIRSA requirements.
- Researches and stays up to date on current trends, policies and laws regarding social media, update website content and accessibility. Maintains website quality assurance standards by monitoring and correcting misspellings, broken links, and content.
- Provide excellent customer service to external and internal customers including but not limited to effectively listening and communication, providing accurate information, offering solutions assisting in resolution and ensuring timely follow up as needed.
- Attend or complete trainings, seminars, and meetings as required.
- Work on special projects as assigned.

**CORE COMPETENCIES:**

- Strong experience with writing different types of content
- Excellent written communication, public speaking, and proofreading skills.
- Exceptional attention to detail, highly organized with ability to multi-task, a self-starter and establish priorities and follow them through to completion
- Strong project management skills, including the Ability to work independently and as a team with good interpersonal skills
- Protect confidential information by preventing the unauthorized release of of confidential or proprietary information.
- Maintain important records effectively and accurately, creating and maintaining an organized filing system.
- Produce quality and detailed work despite frequent interruptions.
- Observes and follows established Town and departmental policies and procedures in the daily conduct of the job.
- Ability to work occasional evenings to attend scheduled Town meetings and/or Events.
- Proficient in Microsoft Office programming

**PHYSICAL DEMANDS:**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions. This position requires frequent lifting, carrying, walking, standing, kneeling, crouching, climb or balance with the ability to lift over 50 pounds. Hand/eye coordination for computer use and work in the field, vision for writing reports and data entry, hearing and listening to communicate with others and frequent speech communication. This position is subject to standing and/or sitting for long periods of time and possibly in inclement weather and has occasional dealings with stressful situations and angered individuals.

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Signature of applicant

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Date



**APPLICATION OF EMPLOYMENT**  
Town of Olathe is an Equal Opportunity Employer

TOWN OF OLATHE • 419 S. Horton Ave • PO BOX 789 • Olathe, CO 81425  
970-323-5601 • 970-323-5149 (fax) • www.townofolathe.org

PLEASE PRINT CLEARLY

Date of Application: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Are you seeking:  Full-time  Part-time  Seasonal Date Available to start: \_\_\_\_\_

How did you learn about us?  Advertisement  Employment Agency  Social Media/Website  Friend/Relative

**GENERAL INFORMATION**

\_\_\_\_\_  
Last Name First Name Middle Initial Email address

\_\_\_\_\_  
Address City State Zip Code Phone Number

Have you ever been employed by the Town of Olathe?  Yes  No If yes, date employed: \_\_\_\_\_

Are you eligible for employment?  Yes  No Can you provide current documentation?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment)

Have you used any names or social security numbers other than indicated on this form?  Yes  No

If yes, please explain : \_\_\_\_\_

Do you have a current Colorado driver's license? Number \_\_\_\_\_ Type \_\_\_\_\_

Have you had any moving violations in the past three (3) years?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you been convicted of a felony within the last 7 years?  Yes  No

(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

List most recent employment first. Include any job-related military service assignments, temporary and summer job and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. This section must be completed, even if resume is attached. No more than 10 years history is recommended.

Employer Name and Address: _____ _____ _____ _____ Supervisor                      Phone #	Position title/duties, skills:     	Start date: _____ End date: _____ Reason for leaving: _____ _____ _____
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Employer Name and Address: _____ _____ _____ _____ Supervisor                      Phone #	Position title/duties, skills:     	Start date: _____ End date: _____ Reason for leaving: _____ _____ _____
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Describe any specialized training and skills you have that make you a good candidate for this job:

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List any additional Certifications or skills you have.

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State any additional information you feel may be helpful in considering your application:

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**EDUCATION:**

<u>Name of School</u>	<u>Location of School</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Diploma/Degree Received</u>
<u>High School</u>		General		
<u>College/University</u>				
<u>Technical School</u>				

**REFERENCES: Include ONLY individuals familiar with your work ability**

<u>Name &amp; Address</u>	<u>Phone Number</u>	<u>Relationship</u>	<u>Years Known</u>

**APPLICATION WAIVER FORM**

All information contained in the application is subject to verification. The Town of Olathe will conduct background checks including, but not limited to, work references, driving records, criminal background records and educational attainment.

I hereby certify that I have read and understand this application. I understand that any false information, omissions or misrepresentations of facts contained in this application may result in rejection of my application or discharge at any time during my employment. I consent to the release or any of the information provided regarding my ability and fitness for employment by employers, schools, companies and law enforcement agencies and other authorized personnel and hereby release any said persons, schools, companies, law enforcement agencies from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If the Town of Olathe policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand and agree that, if hired, my employment is for no definite period, and that I will be subject to the Personnel Policies and Procedures in effect during my employment.

I understand that specific positions at the Town of Olathe require proof of an acceptable driving record and that maintaining an acceptable driving record is a condition of continued employment.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Town of Olathe is of an "at will" nature, which means that the employee may resign at any time and the Town may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive or this organization specifically acknowledges such change in writing.

I have read and understand the "Application waiver form" and am acknowledging same by my dated signature hereafter.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_