

Job Posting: Temporary Full-Time Deputy Treasurer/Court Clerk

City of New Cordell

Location: New Cordell, Oklahoma

The City of New Cordell is seeking a motivated and detail-oriented individual to join our team as a **Temporary Full-Time Deputy Treasurer/Court Clerk**. This position involves providing critical support to the City office, assisting with customer service, financial management duties, court clerk responsibilities, and utility payment processing. There is potential for permanent employment based on performance and departmental needs.

Key Responsibilities:

- Assist in processing purchase orders (POs) and entering them into financial management systems.
- Maintain accurate financial records and perform data entry using QuickBooks.
- Provide customer service, including accepting and processing utility payments and addressing inquiries related to billing and city services.
- Handle tasks related to the municipal court, including preparing court dockets, managing court records, processing payments for fines and fees, and assisting the public with court-related inquiries.
- Assist in the coordination of court schedules and ensure accurate record-keeping for court proceedings.
- Manage clerical duties such as filing, data entry, and maintaining office correspondence.
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent (Associate's degree in accounting or finance preferred).
- Proficiency in QuickBooks and general financial data entry.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication abilities.
- Prior experience in customer service, particularly in a financial or legal setting, is a plus.
- Ability to handle sensitive information with confidentiality.
- Proficiency in Microsoft Office Suite is preferred.
- Ability to work independently and as part of a team.

Employment Type: Temporary Full-Time with potential for permanent hire

Compensation: Pay based on experience.

How to Apply: Interested applicants should submit their resume and a cover letter detailing their qualifications and experience to administrator@cityofcordell.com or deliver in person to the City of New Cordell offices.

Application Deadline: Until filled

The City of New Cordell is an equal opportunity employer and encourages applications from all qualified individuals.