

SWELLENDAM MUNICIPALITY :
VACANCY : ADMINISTRATOR (COURT SECTION)

Directorate : Community Services

Section : Traffic Services

(Salary scale T9 : **R 200 556 – R 260 364** per annum plus normal fringe benefits)

(Applicants who previously applied, DON'T need to submit new applications, as they will still be considered along with new applications, if any)

Qualifications & Experience:

- National Diploma (with focused modules in Administrative processes/-procedures);
- 2 years relevant experience in terms of the listed duties.

Other requirements:

- Registered as a Clerk of the Court;
- Computer literacy : MS Office applications;
- Proficiency in at least 2 of the official languages of the Western Cape;
- Valid code B driver's license.

Skills required:

Good human relations, interpersonal and communication skills ; ability to give attention to detail ; ability to work under pressure; ability to manage conflict situations.

Job purpose & duties:

Administer, co-ordinate and control processes, requirements and outcomes associated with the operations and maintenance of the current traffic administration system, the TRAFFIC MANAGEMENT TECHNOLOGY [TMT] SYSTEM, or any other approved traffic administration system, applying procedures to update, back-up, store, retrieve, delete data, report information related to registrations, traffic offences and accidents and attend to specific administrative matters, enquiries or communicate routine information.

1.	CUSTOMER FOCUSED SERVICE DELIVERY	
1.1	<p>COMMUNICATION Processing traffic fines, by</p> <ul style="list-style-type: none"> • Interacting with the client and assessing requirements, referring to documentation. • Confirming and/ or inserting relevant details of ownership and vehicle description on the TMT system (or any other approved traffic administration system), extracting from the Natis system. • Maintain records of processed traffic fines. • Maintain records of reductions/withdrawals and submit application to relevant authority (Manager Traffic / Court). • Collating information pertaining to processed/ outstanding traffic fines etc and recording and forwarding data to the designated representative for perusal and action. <p>In order to ensure client needs are professionally attended to and information accurately processed in accordance with laid down guidelines.</p>	Daily
2.	TRAFFIC MANAGEMENT TECHNOLOGY SYSTEM [TMT] (OR ANY OTHER APPROVED SYSTEM) & NATIS	
2.1	<p>INFORMATION UPDATE Co-ordinates and controls the administrative data processing, notification and reporting requirements related to road traffic control, by</p> <ul style="list-style-type: none"> • Accessing specific fields of the system, capturing data and updating system records with respect to vehicle and driver registrations, offences, accidents, court outcomes, fines and payments. • Generating and attending to the posting or delivery of official notifications for specific offences. • Extracting and submitting reports from the system to users for perusal, analysis and comment, checking and verifying the accuracy of data. • Extracting control registers and Court rolls and/or other advisory and compulsory documentation to facilitate the juristic process. • Attending to and responding to routine correspondence/enquiries, accessing relevant information from the system to facilitate query resolution on matters referred to the immediate superior for attention. • Collating/capturing traffic offences/information pertaining to processed/outstanding applications/fines etc. and recording and forwarding data to the immediate superior for perusal and action. • Daily Natis input- and export of speeding fines and 341 offences. <p>In order to ensure that accurate and up to date information is made available to support and facilitate the control and management of traffic rules and regulations.</p>	Daily

2.2	<p>SYSTEM MAINTENANCE Applies specific procedures associated with maintaining system functionality, by</p> <ul style="list-style-type: none"> Maintaining data integrity through checks, verifications and back-ups, deleting/adding data and or adjusting datasets and reporting fields. Arranging the setting up of users for access to the systems to add codes, access levels and identities and tests recognition and functionality. Maintaining system specific information and guidelines and updating procedures based on changes to applications or system upgrade/enhancements. <p>In order to ensure that the procedures associated with maintaining system performance levels are executed supporting specific quality objectives.</p>	Daily
3.	<p>ADMINISTRATIVE AND GENERAL OFFICE SUPPORT</p>	
3.1	<p>ENQUIRIES/ CORRESPONDENCE AND GENERAL INFORMATION Provides routine information related to traffic fines</p> <ul style="list-style-type: none"> Handle queries and responding to complaints received from clients and providing and/or checking information to support feedback to the clients. Providing detail explanation of the procedural requirements and, issuing the necessary forms to be completed and returned. Referring complex enquiries to the court or relevant departmental personnel for attention. Dealing with Provincial traffic regarding traffic fines. Keep accurate record of fine books, including the receipting and issuing thereof. <p>In order to ensure enquiries are professionally attended to and the necessary guidance or guidelines in terms of regulations are accurately communicated to enable compliance.</p>	As and when required
4.	<p>COMPILATION OF REPORTS</p>	
4.1	<ul style="list-style-type: none"> Submit reports to the Supervisor and Manager Traffic Services providing statistics on the number of contraventions / fines issued / reductions / withdrawals of fines, etc. <p>In order to ensure accurate information regards traffic fines.</p>	Weekly/ Monthly
5	<p>REPORTING</p>	
5.1	<ul style="list-style-type: none"> Participating in internal meetings and discussions as well as externally (Department of Justice) with regards to traffic fines and monthly targets. Providing the Prosecutor with files (representations) on a weekly basis. Arranging for payments to be made to service providers (TMT, Department of Justice, etc). Participating in internal audit processes, make available information and supporting documentation. Preparing letters regarding outcome of reduction or withdrawal of fines. Preparing court rolls and attending monthly and/or weekly court meetings in respect of traffic fines issued. Changing/Updating of driver's names who have received speed fines in different vehicles. <p>In order to ensure reporting deadlines are adhered to and relevant and accurate information are provided.</p>	Ongoing

Enquiries with regards to the duties of the post can be directed to Mrs Lizelle Coetzee, Supervisor Natis & Court at telephone (028) 514 8559.

Applications, on the **prescribed application form**, obtainable from Human Resources or on the website, accompanied by a CV and certified copies of ALL qualifications mentioned on the CV, ID document and at least two references, must be addressed to the Human Resource Manager to reach him on or before **16:00 on Friday, 04 September 2020**. Please take note that applications that do not contain supporting documentation, will be automatically disqualified. Applications may also be submitted to the respective administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications via fax will be accepted. E-mail applications up to a **maximum of 20 pages** only will be accepted. E-mail applications can be sent to **audrey@swellenmun.co.za**

Swellendam Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.

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A.M. GROENEWALD
MUNICIPAL MANAGER