



251117 Job Description - Water Clerk / Court Clerk

Job Type: Full-Time

Salary: (DOQ)

Min Experience: 3 Years

Min Education: High School Diploma/GED

Required Travel: 0-10%

Salary Type: Annual Salary (DOQ)

Job Function: Administration / Utilities Services

Job Summary:

The Water Clerk / Court Clerk performs administrative, financial, and customer service duties in support of the City's Utility Billing and Municipal Court operations. This position is responsible for processing water bills and payments, maintaining accurate utility accounts, assisting residents with service inquiries, and performing a variety of clerical and recordkeeping duties related to municipal court proceedings. The ideal candidate will be detail-oriented, professional, and capable of balancing multiple functions within a small-city environment, while upholding the City's core values of Integrity, Leadership, Accountability, Quality of Service, and Innovation.

Principal Duties and Responsibilities:

The following duties are NOT intended to serve as a comprehensive list of all duties performed, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Receives and processes applications for new water service, transfers, and disconnections
- Maintain customer records and utility account databases with accuracy Prepare and mails monthly water, wastewater, and sanitation bills
- Post payments, adjustments, and deposits accurately in the utility billing system
- Balance daily cash receipts and reconciles with the general ledger
- Prepare delinquent notices, service orders, and disconnect/reconnect lists
- Coordinates with the Public Works Department for meter reads, re-reads, and service repairs
- Assists in resolving billing disputes and provides courteous service to all residents
- Serves as the Municipal Court Clerk under direction of the City Manager and assist Judge
- Prepares, issues, and processes court documents including complaints, citations, summons, and warrants
- Schedules court dockets, hearings, and appearance dates; notifies defendants and attorneys
- Collects fines, court costs, and fees; posts and reconciles daily payments
- Enters court actions, dispositions, and payment plans into the case management
- Coordinates with the Municipal Judge, Prosecutor, and Police Department to ensure accurate case handling
- Prepares monthly court activity and financial reports for submission to the Office of Court Administration (OCA)

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- Maintains confidentiality of all court records and proceedings Responds to court appearances, payment options, and city services inquiries Provides administrative support including data entry, filing, and correspondence
- Balances cash drawer and prepares daily bank deposits for utility and court
- Assists with records management, filing, and archiving according to the Texas State Library retention schedule
- Ensure compliance with Texas Code of Criminal Procedure and municipal court regulations
- Works closely with Code Enforcement, Fire, and Public Works to coordinate inspections and resolve compliance issues
- Assists in tracking contractor liability insurance, bonds, and licenses
- Ensures confidential and accurate handling of sensitive applicant and project data

Physical and Environmental Conditions:

Work performed primarily in an office environment. Frequent contact with the public, contractors, and staff in person, by telephone, and electronically. May occasionally lift or move objects up to 25 pounds. May require occasional attendance at evening meetings or special events.

Required Knowledge, Skills and Abilities:

- Knowledge of building and zoning terminology, municipal permitting processes, and office procedures
- Strong organizational skills with attention to accuracy and detail
- Excellent customer service and interpersonal communication skills
- Ability to read simple plans, maps, and permit applications
- Proficiency in Microsoft Office (Word, Excel, Outlook), permitting and database software
- Ability to handle multiple tasks, prioritize work, and meet deadlines
- Ability to work independently and exercise good judgment in confidential matters

Education, Certifications and Experience Required:

- High school diploma or GED required; some college or technical training preferred
- Two (2) years of experience in administrative assistance, clerical tasks, or customer service
- Experience in a municipal or construction-related environment preferred
- Valid Texas Class C Driver's License required
- Permit Technician Certification from ICC preferred, or ability to obtain within 12 months of employment

DISASTER SERVICE WORKERS CLAUSE

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from normal work assignments and may continue through the recovery phase of the emergency.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals. A City of Kirby application is required. Resumes are considered additional information and accepted with a completed City application. Applications may be submitted online, in person at Kirby City Hall, 112 Bauman Street or through the Texas Municipal League website at www.tml.org.