

MUNICIPAL COURT CLERK

JOB SUMMARY:

Under the general direction of the Administrative Programs Supervisor maintains all court records, assists customers via the telephone, in person and in writing using tact and diplomacy. This is a non-supervisory position.

ESSENTIAL JOB FUNCTIONS:

- Makes decisions based on the knowledge of court procedures and laws governing access to information.
- Maintains accurate records for the court including the docket and records showing the fines and fees collected.
- Schedules cases for hearings according to court policy and preparation of daily dockets, notifies defendants and jurors of a required court appearance and the penalties for failure to appear, and reports moving traffic convictions to the Texas Department of Public Safety.
- Uses tact, diplomacy and a helpful attitude in all contacts with the public and other departments.

EXAMPLES OF WORK:

Collects fines and bond payments; assists customers who come into the office; receipts cash money into the computer; prepares monthly court financial reports, types and mails correspondence; processes appeals; inputs and checks computer information for accuracy; stamps and signs complaints; files and retrieves documents; researches and retrieves records stored in archives.

Maintains trial dockets by determining arraignment/trial status; sets bench and jury trial dates for defendants; notifies defendants, attorneys, officers, complainants and witnesses of trial dates; prepares and issues subpoenas; summons jurors, as well as parents/guardians as needed; prepares for jury trials; sets bond court dates; and reports juveniles to the State for non-compliance.

Assists defendants with questions concerning their court dates, payment extensions, payment plans, and warrants; submits convictions to the Department of Public Safety; prepares and reviews case files; copies and faxes documents; processes affidavits, complaints, and warrants.

- Assists with processing and issuing certificates of obligations.
- Assists Court Clerk as necessary.
- Performs related duties and fulfills responsibilities as required.

QUALIFICATIONS:

- Graduation from high school or four years of equivalency.
- Two or more years of customer service experience.
- Cash handling experience preferred.
- Proficiency in reading, writing and speaking Spanish required.

PHYSICAL REQUIREMENTS:

- Walking, standing, lifting and occasional carrying.

WORK LOCATION AND HOURS:

- City Hall, Monday – Friday, 8:00 A.M. – 5:00 P.M., and varied hours.

KNOWLEDGE, SKILLS AND ABILITIES:

- Required knowledge necessary to understand basic operational, technical or office processes.
- Ability to operate or learn to operate office equipment effectively and safely.
- Ability to understand and follow oral and written instructions.
- Independent judgment and decision-making abilities.
- Ability to work effectively and cooperatively with other employees and the general public.