



MUNICIPAL COURT CLERK

Salary \$17.00 – \$20.00 Per Hour DOQ

General Summary

Under general supervision of the City Manager's designee, creates, organizes, and maintains all necessary databases and paperwork for complaints handled by the City of Kirby Municipal Court. Collects fines, fees and court costs, schedules court dates, appeals, notifications, and monitors and controls court dockets. May also be trained to serve as a backup for permitting, accounts payable and utility billing.

Essential Duties and Responsibilities:

This list is illustrative and is not a comprehensive list of all functions and duties performed by employees in this position.

- Provides customer service at Court Clerk's window and through telephone inquiries to provide fine amounts and schedule court dates and driving safety classes.
- Collects court costs, fines, fees, bond monies, counts and reconciles all monies for cashier windows, posts money received on citations, and prepares daily bank deposits.
- Performs court collections duties including but not limited to: processing extensions as prescribed by the Presiding Judge in accordance with OCA guidelines, provide past due notification to defendants by mail and phone, collect financial assessment form, and set defendants on appropriate court dockets as required.
- Maintains databases on citations received from Police Department, prepares case files, follows judicial instruction and places case information into case file.
- Monitors and maintains control of court dockets to prevent overload, issues jury summons, monitors jurors, notifies defendants and attorneys of case status and issues subpoenas and witness notifications.
- Processes mail requests for driving safety classes, payment of fines received, attorney requests, court date requests, appeals and bond processing, and returns related correspondence.
- Research special projects and implements into court's daily routine for items such as City Ordinances that affect various department citations and resulting court processes.
- Checks in and lifts warrants on bonds as monies are received, and processes time served that has been granted by the Judge and schedules docket as needed.
- Issues Failure to Appear and Violate Promise to Appear citations.
- Prepares arrest warrants, prints complaints, and signs and prepares files for Judge's signature.
- Notifies defendants by mail of activated warrants.
- Clears arrest warrants and writs as required by the judge, upon service of a peace officer, or compliance by the defendant, in accordance with accepted court and police procedures.
- Prepares check requests for Finance Department and mails copies of paperwork to interested parties.
- Assists with retrieving case records, reports, and signing of complaints
- Uses tact, diplomacy and a helpful attitude in all contacts with the public and other departments
- May be trainable to serve also serve as a backup for permitting, accounts payable and utility billing.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and Local policies and laws.
- Knowledge necessary to understand basic operational, and office processes.
- Ability to operate or learn to operate office equipment effectively and safely.
- Ability to understand and follow oral and written instructions.

- Ability to exercise independent judgment and decision-making.
- Ability to work effectively and cooperatively with other employees and the general public.
- Must be able to produce written documents using proper punctuation, grammar, and spelling.
- Assists water department as necessary.
- Performs related duties and fulfills responsibilities as required.

Qualifications:

Qualifications, Experience, and/or Certifications Required

1. Education and Experience

- High School Diploma or GED
- A minimum of two (2) years of general office, clerical, and/or directly related customer-oriented experience exceptionally preferable in a **governmental entity**.
- Ability to obtain Municipal Clerk certification and Court Clerk Certifications Levels I & II and be bondable.
- **Prior** court clerk experience highly preferred.
- Completion of related college coursework highly preferred
- Experienced in permits, accounts payable and utility billing highly preferred.
- Salary based on qualifications.

Or

An equivalent combination of training, education, and/or related experiences which indicates the ability to possess a comprehensive knowledge of the job requirements.

- The ability to communicate in Spanish and English preferred.
- Prior court clerk experience highly preferred.
- Ability to obtain Municipal Clerk certification and Court Clerk Certifications Levels I & II and be bondable
- Completion of related college coursework highly preferred

Requirements:

- Must possess a valid Class “C” Texas driver’s license.
- Must successfully pass a background check and pre-employment drug screening and be bondable.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Occasional lifting of weight up to 25 pounds may occur. Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability. Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are in an office environment. The essential functions of this position require the use of a computer, various software applications, office equipment and phone. Occasional exposure to unpleasant or stressful customer interactions.

EMPLOYEE ACKNOWLEDGMENT AND SIGNATURE

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The City of Kirby is an at-will employer and the employee, or the City may choose to end the employment relationship at any time for any reason in accordance with applicable laws.

The City of Kirby provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of

absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In a typical work setting, the City Secretary will:

Interpersonal Relationships

Have a high level of social contact working closely with staff in shared office spaces, and maintains daily contact in person, by phone and email with city staff, vendors, contractors, and the department. It is imperative that the person employed in this position maintains professional and ethical standards, including courtesy, cooperation, transparency, positivity, reliability, efficiency, and a respectful attitude towards others, and shall represent the City in a positive way, both on duty and in connection with City sponsored activities.

Hours/Travel

Typically works a standard Monday-Friday 40-hour week but may infrequently be required to work evenings or weekends to meet deadlines or for special projects/assignments. **Predictable and regular attendance is considered an essential job function for this position.**

Physical Demands and Work Conditions

Works close to others in shared indoor office space. Frequently required to sit, stand at computer while using hands, arms, and fingers to reach and input data in systems. Exposure to noise from close co-workers. May lift and move boxes and equipment weighing up to 20 pounds.

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 employee's may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees; normal work assignments and may continue through the recovery phase of the emergency.

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. An employee may also perform other reasonable related business duties as assigned by the immediate supervisor. The City of Kirby is considered an At-Will employer, meaning both you and the City may, without any liability, terminate the employment relationship for any reason at any time and without notice.

To Apply: www.kirbytx.org

Click on Employment Tab. No phone calls, nor emails please.

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.