The City of Bulverde is seeking an experienced and qualified candidate to serve as City Secretary/Municipal Court Clerk. This highly responsible position oversees the statutory responsibilities of the City Secretary's Office and manages the day to day operations of the City's Municipal Court of Record.

Primary Responsibilities include:

City Secretary:

1. Oversee the conduct of the City's elections in conjunction with the Comal County Clerk's Office
2. Oversee and administer the City's records retention program, including managing the City's Open Records Act compliance.
3. Attend and keep action-minutes for City Council meetings.
4. Coordinate the City Council Agenda Process.
5. Post all notices for meetings of City Boards and Commissions.
6. Manage the Front Office of City Hall, including permitting and municipal court clerks.

Municipal Court Clerk:

1. Responsible for the planning, scheduling and coordinating the activities of the municipal court and performs a variety of functions fundamental to the overall administration of the court.
2. Supervises, trains, and evaluates the court staff. Administers disciplinary action.
3. Manages the collection processes which include, but are not limited to issuing non-appearance and warrant letters, setting show-cause hearings, and processing of warrants.
4. Manages the trial dockets and court calendar. Coordinates the availability of the courtroom, judge, prosecutor, and police officers. Sets cases on the trial dockets.
5. Responsible for the managing of the Jury process
6. Serves as a liaison with the Municipal Court Judge and the city prosecutor; coordinates court activities with external/internal agencies and departments.

Benefits Include: 100% City paid health, life and vision insurance for employee, partial payment for dependent coverage; Mandatory retirement participation with TMRS, 6% employee contribution with 2:1 match; Vacation and sick leave, and 15 paid City Holidays per year.

Compensation: Starting Salary Range: $55,000 to $70,000 per year, depending upon qualifications.

Requirements
Minimum Qualifications:

1. At least 3 years of experience as a City Secretary or Municipal Court Clerk.
2. HS Diploma or GED
3. At least 3 years of supervisory experience in a government setting.

Preferred Qualifications:

1. 5 or more years of relevant work experience.
3. Certified Texas Court Clerk Lvl 1-3 from the Texas Court Clerks Association.
4. College coursework and/or degree.
Interested applicants should submit a resume and cover letter to:

Hard Copy submittals can be mailed to:

Danny Batts, City Manager
30360 Cougar Bend
Bulverde, TX 78163

Electronic submittals can be emailed to:

dbatts@bulverdetx.gov