



Title: Municipal Court Clerk
Department: Administration
FLSA Status: Full-Time/Non-Exempt
Reports To: City Secretary
Date: August 6, 2025

SUMMARY: The purpose of this position is to provide administrative and clerical functions for the Municipal Court. This is accomplished by coordination of judicial activities in support of the Municipal Court including the initiation, processing, and maintenance of legal documents, correspondence, and statistics; and by providing information and assistance to the public. This position is also responsible for general customer service assistance as it relates to utility billing and permitting departments

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties
Responsible for coordinating with Judge and Prosecutor for the monthly court dockets, records management and disposition of cases in accordance with records retention schedules, and administration of the court adhering to local and State statutes, to ensure it runs smoothly and provides excellent customer service to the defendants, filing entities, and those visiting or calling City Hall.
Oversees the collection of fines and court costs, compiling and maintaining court records, pleadings, judgments, affidavits and sworn statements; scheduling arraignment and dockets; maintaining citations issued by police officers; maintaining the court filing system; ensuring warrants are cleared; and updating the municipal court website with arraignments and dockets information.
Issues and/or files citations, cases, subpoenas, warrants and other court orders. Develops and prepares forms and correspondence. Prepares all new cases, issues necessary citations and notices proofs documents. Files various applications, motions, reports and notices. Responsible for auditing case files for Warrant eligibility and issuance. Coordinates with the police department regarding warrants.
Provides City Website content management for Municipal Court.
Prepares and submits records of convictions to the Department of Public Safety; submitting fines and costs to the Office of Administration; issuing warrants by maintaining and monitoring the OmniBase Department of Public Safety Failure to Appear Program (FTA); preparing electronic files to be entered into Southeast Texas Crime Information System (SETCIC); processing mail; preparing reports; preparing records of court proceedings and appeals; and issuing show cause hearings.

Defensive driving coordination and followup.
Responsible for attending and the staging of the municipal court on the designated dates.
Oversee and manage contractual services related to the Municipal Court monitor contracts for compliance; review invoices and evaluate contractor performance; terminate or close contracts as necessary or appropriate.
Provides customer service assistance by answering and routing phone calls for utility billing and permitting departments; processing work orders for service, directing customers to appropriate departments; and filing and maintaining information received.
Provides cashier assistance by collecting revenues from permits, registrations, and utilities.
Process and provide mail distribution as needed. Assist with City Council agenda packet preparation. Prepares general correspondence as needed for City services.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Minimum of three (3) years of increasingly responsible professional experience in municipal court operations and services.

High school graduate or GED required. Associate or Bachelor's degree from an accredited college or university with major coursework in Criminal Justice, Public Administration or related field preferred.

Knowledge/Skills:

Thorough knowledge of practices and procedures involved in the operation of a municipal court, knowledge of local and State regulations governing traffic fines, fees, and jail bonding procedures; local and State regulations governing issuance of warrants.

Requires knowledge Public Information Act

Requires knowledge of State of Texas Retention Laws

Must have general knowledge Tyler Software, Incode Software, and Omnibase.

Must be proficient in Microsoft 365

LICENSE AND CERTIFICATION REQUIREMENTS:

Valid Texas Class C Driver's license with clear driving record.

Level I Texas Municipal Court Certification is preferred. (TMCEC Level I Course) required within 12 months of hire.

National Incident Command System (NIMS) ISO 100 and 700 required within 12 months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer. Physical effort is needed to lift and carry office materials and displays. May exert up to 10lbs occasionally or negligible weights. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of intense concentration in the review of fiscal and accounting reports. Mobility is needed to attend various meetings and basic communication skills are necessary for frequent telephone usage and oral presentations. May be required to work beyond normal working hours and on weekends.