



COURT CLERK/ASSISTANT CITY SECRETARY

Department: **Administration** FLSA Status: **Non-Exempt**
Revised Date: **May 2022**

GENERAL PURPOSE: Under general direction of the City Administrator and the City Secretary, is responsible for management of the Municipal Court operations, and assisting in business office operations and city secretary duties. This position reports to the City Administrator.

EXAMPLES OF WORK TO BE PERFORMED:

- Performs customer service functions which includes, but is not limited to, answering telephone calls, greeting visitors, and assisting individuals at counter.
- Provides customer information about procedures and requirements of the disposition of cases filed in the municipal court, payment of fines, court settings, time payments, deferred disposition, and driving safety courses.
- Prepares court dockets for preliminary hearings, trials, including juror summons, notices and correspondence.
- Responsible for yearly court calendar for municipal judge.
- Attend court sessions on scheduled court dates to provide assistance to the Judge, Prosecutor, attending attorneys and defendants.
- Updates status on warrants; arrested, served, collection agency as well as prepare warrants for delinquent citations.
- Reviews documents presented to the court for authenticity, accuracy, and appropriate judicial action; administers oaths as necessary.
- Monitors and maintains control of court dockets, notifies defendants and attorneys of case status and issues subpoenas and witness notifications.
- Prepare letters, notices and correspondences for incoming mail and new citations entered; deferred disposition, driving safety courses, juvenile hearings.
- Works with the municipal judge, prosecutor, and staff in the implementation of forms, policies and court procedures.
- Calculates, collects and processes fines, fees and court costs based on judicial orders, for misdemeanor violations related to state laws and city ordinances.
- Processes mail and internet requests for adjudication.
- Creates cases in case management system and scans any relevant information into file.
- Assists with all functions of the City Secretary and performs such functions in the absence of the city secretary including administrative, record keeping, ordinance management, citizen response, meeting preparation, and managing, organizing, and processing all official records of the city.
- Posts agendas for the City Council and Planning and Zoning Commission meetings, and participate in assembling agenda packets, takes notes at various meetings, and drafts minutes as needed.
- Maintains the integrity, professionalism, values, and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved. Maintains confidentiality with regards to all court files
- Cooperates with co-workers professionally to accomplish work efficiently and effectively.
- Has regular, predictable in person attendance; such attendance is a factor in continued employment with the City.
- Performs other duties as assigned or required.

JOB DESCRIPTION

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

Education and Experience:

- A High School diploma or GED equivalency is required.
- Texas Municipal Court Clerk Certification, Level I or the ability to obtain this certification within two (2) years of hire.
- Two years of municipal court operations is preferred, but not required.

OR

- Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

Conditions of Employment:

- Must have a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 30 days of hire per state law).
- Must pass a criminal history background check.
- Must have knowledge of standard office procedures, basic math and case management computer software.
- Valid Texas Crime Information Center and National Crime Information Center (TCIC/NCIC) Certification within one (1) year of employment and re-certified yearly.
- Must maintain Texas Law Enforcement Telecommunications System Access (TLETS) eligibility for continued employment in position (TLETS provides access to TCIC and NCIC).

Preferences:

- Bilingual – English & Spanish speaking ability is preferred
- Operate computers, printers, audio / visual equipment, fax machine, copy machine and telephone.
- Understand and know how to navigate the internet and municipal court software.
- Cash handling experience.
- Strong customer service experience.

Required Knowledge of:

- City organization, operation, policies, and procedures.
- Municipal government functions, political environments, and confidentiality standards.
- A thorough working knowledge of state law, local law, and judicial procedures relevant to municipal court is required.
- Knowledge of cashiering, reconciling, and handling bank deposits.
- Record keeping and file maintenance principles and procedures.
- Must be able to work well under pressure; meet deadlines; plan, organize and prioritize multiple work assignments; follow oral and written directives; read and comprehend traffic laws, state statutes and City ordinances; and work effectively and efficiently with the general public and maintain a pleasant personality at all times.
- Ability to read and possess ability to understand reference books and complicated procedures and manuals such as the Code of Criminal Procedure, Texas Motor Vehicle Laws, and the Texas Penal Code.

JOB DESCRIPTION

- Ability to be punctual and attend work regularly in person. Must be able to work overtime, as needed.
- Principles of customer service and public relations in governmental settings.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position includes:

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position- to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical demands of this position / work environment:

- Physical requirements include occasional lifting/carrying of five to twenty-five pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Work is performed in a standard office environment.

This job description is not an employment agreement, contract agreement, or contract.

To apply: email resume to Brooke@newfairview.org

Position will be open until filled.