

CITY OF WALLER JOB DESCRIPTION

Job Title: Municipal Court Clerk

Non-Exempt Part-time employee

Reports To: City Secretary

Department: Municipal Court

JOB SUMMARY

Performs administrative duties to support the Municipal Court's overall mission. Directs and monitors all operations of the Municipal Court to ensure efficient operations in the areas of collections, dockets, warrants and records retention. Responsible for revenue collections, customer service, policy development and interpretation as well as court administration.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computations, report and letter preparation, and decision making within scope of responsibility.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. Some services or duties may be different from those performed in the usual course and scope of your job.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what a Municipal Court Clerk may be asked to perform; other duties may be assigned:

Customer Service/Clerical

- Generates reports from information regarding traffic citations, accident reports, and theft reports.
- Receives citation fines by mail and in person at window, collects fines from court. Balances the cash drawers. Maintains mail log, issues Failure to appear complaints and warrants.
- Processes bonds for Judge's signature to refund/forfeit bond monies per court disposition and prepares financial statements.
- Prepares paperwork on Misdemeanor A's and B's and Felonies for transfer to County and District Courts.
- Communicates with Police Dept., City Attorney, and Inspection Dept. to arrange trials by Judge and by jury. Issues subpoenas to officers and witnesses. Generates subpoenas for citizens for jury duty; generates docket sheets for daily trials; handles and records appeals for court.
- Answers phones and communicates with the public and other City departments. Retrieves dispositions-cases closed out, maintains dockets and very tedious filing system.
- Processes warrants, capias warrants, show cause letters, deferments, community service, defensive driving, family violence and all juvenile cases.
- Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment. Ability to be certified as Level I by the Texas Court Clerks Association within 3 years.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED).
- Previous cash handling experience preferred.
- Previous experience in “front-line” customer service, dealing directly with the public preferred.

SKILLS AND ABILITIES

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, “team player,” industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

Physical Environment

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office environment.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days.
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).