



## Deputy Court Clerk Job Description

The Deputy Court Clerk will perform a broad range of clerical duties related to court activities in compliance with state/local laws and city policies. The candidate will prepare, review, process and monitor criminal cases filed in the Municipal Court, as well as enter data and maintain the status of court cases on a computer system.

**Reports to:**

Court Clerk

**Salary:**

\$32,309-\$43,711

**Exempt:**

No

**Essential Functions:**

Duties include, but are not limited, to:

- Respond to customers regarding legal options to satisfy cases, including fines, trials or hearings, driver's safety, warrants, extensions, postings of bonds, filing motions and others as appropriate to criminal and administrative case types.
- Receive and apply payments as appropriate; determine applicable fees, enter information into computer system; make change, provide receipt of payment and ensure accurate account maintenance.
- Balance daily funds collected, prepare deposits and assist in the safekeeping of cash assets.
- Update case files in the Court's software system as contact is made with customers, judges, prosecutors, defense attorneys, and others.
- Prepare, review and process legal documents, correspondence, motions, and orders.
- Verify data for accuracy and completeness.
- Assist defendants and properly explain court procedures and options.
- Answer questions from citizens in person and over the telephone regarding procedures, tickets, fine schedules, payment plans, and other options.
- Exercise considerable discretion when handling confidential information
- File, scan, copy, mail, fold and/or fax documents.
- Convey a positive professional image through action, communication, and appearance.
- Regular, reliable and punctual attendance is an essential function of the job.
- Contribute to team effort by performing other duties as assigned.

**Qualification Requirements:**

- Typical administrative practices and processes associated with local government offices or functions, or possess ability to acquire and put such knowledge into practice.
- Apply appropriate laws, policy or procedures dependent on circumstances. Retain knowledge of historical laws and procedures.
- General computer operations, with a specific familiarity with Microsoft Office software.
- Office machines, such as a scanner, computer, copier, and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high- pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

**Education/Experience Required:**

- High School diploma/GED required.
- Education requirements include an Associate's degree or equivalent in public or business administration, or related field.
- Two (2) years of experience in administrative work preferably in a municipal setting or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

**Other Requirements:**

- Valid Texas Class C Driver's License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

**Preferred Education/Experience:**

- Must obtain Municipal Court Clerk Level I Certification within 12 months of hire. Certification must be maintained to continue employment.

**Preferred Certification:**

- First Aid and CPR/AED

**Supervisory Responsibilities:**

No

**Working Conditions:**

The work condition characteristics describe here are representatives of those an employee encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including overnight stays, involving training and conducting City business.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate a computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about an office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes, and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

HR Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_