



CITY OF INGLESIDE JOB DESCRIPTION

Court Clerk

Department: Municipal Court
FLSA Status: Non - Exempt
Effective Date: 05/13/2020
Pay Grade: 5

POSITION SUMMARY

Performs intermediate skilled administrative support work assisting with the planning, scheduling, and coordinating the work of the Clerk's Office involving the daily activities of the Municipal Court, and related work as apparent or assigned. Work is performed under the moderate supervision of the Judge.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and updates case files, court records, performs correct procedural updates and documentation on complaints and warrants.
- Receives and receipts various fees such as court costs, legal filings, etc.; calculates fine and payments; balances cash drawer; prepares deposits.
- Composes and prepares correspondence relevant to complaints, citations, and judgments; enters citation information into computer system; prepares case jackets.
- Prepares and submits reports and other types of correspondence; oversees various forms of official mailings from the Court.
- Advises defendants of their rights about Municipal Court procedures; facilitates court sessions, including completion of appropriate post-trial documentation.
- Prepares summons, arrest warrants, and other due process notifications at the direction of the Judge.
- Coordinates jury trials and prepares jury documents; enters dispositions into computer database; updates cases as needed; assists in jury selection; processes jury notifications.
- Schedules cases for trial and pre-trial hearings.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Moderate supervision
- Under direction of Judge and City Manager

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education - High school diploma or GED

Experience – Moderate experience in a court setting, or equivalent combination of education and experience.

License or Certificate – Valid driver's license in the State of Texas.

Required Education	High School Diploma / GED
Required Experience	Moderate Experience
Combination OK?	YES

Special Requirements – Possess or obtains Notary Commission within six months of hire.

Possess or obtains Texas Municipal Courts Education Center (TMCEC) Court Clerk I certification within one year.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of the office methods, procedures, and practices of the Office of the Clerk of the Municipal Court.
- Thorough knowledge of Office programs and policies.
- Thorough knowledge of court procedures.
- Thorough knowledge of business English, spelling, and arithmetic.
- Thorough knowledge of standard accounting and bookkeeping practices.
- Thorough knowledge of automated statistical and recordkeeping systems.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
- Ability to operate standard office, word processing, and data entry equipment.
- Ability to accurately type at least fifty (50) words per minute.
- Ability to communicate ideas effectively orally and in writing.
- Ability to establish and maintain effective working relationships with associates, Court officials, law and legal representatives, and the public.

Admin.	Memos, letters, and reports
Accounting:	A/P and A/R

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires standing, walking, and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

Weight	10 lbs.
Environment	Moderate Experience
Physical Activity	Moderate

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date

