

Grade: 8
FLSA: Non-Exempt

**CITY OF ALVIN
AN AT-WILL
EMPLOYER**

**JOB TITLE: DEPUTY COURT CLERK
FINANCE DEPARTMENT**

GENERAL SUMMARY:

The City of Alvin Municipal Court Division is accepting applications for the position of Deputy Court Clerk. Under general supervision of the Court Administrator, this position provides administrative support to the City's court system by processing payments of fines and fees, warrants and cases set on arraignment and trial dockets. Other duties may include assisting judges and prosecutor by processing documents and attending court proceedings when required, providing customer service and interfacing with citizens and other city personnel.

ESSENTIAL JOB FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews all incoming citations, warnings, complaints, etc. for completeness and accuracy.
- Prepares, processes, maintains, indexes, files and/or distributes as appropriate various legal records and documents related to Municipal Court, including but not limited to citations, warrants, dockets, offense and accident reports, complaints, etc.
- Performs computer data entry to record and retrieve court information and to prepare required reports and correspondence.
- Verify defendant's filings, state motions, and court judgments. Proof Court judgments for completeness and accuracy.
- Maintain, Add and Update Records Management programs. Assembles complete case files and forwards to appropriate personnel.
- Calculates, collects, receipts, balance and reconciles various fines and fees received.
- Provides assistance and information to the public.
- Answers the telephone; provides information and assistance as requested or forwards calls to appropriate personnel.
- Assists Judge and court personnel in the courtroom as needed.

- Acts in a civil, respectful manner at all times to management, co-workers and others.
- Assist citizens with information regarding the entire municipal court process, i.e. options available, court procedures, etc.
- Generate correspondence and documentation to defendants and attorneys related to court case files such as court summons, letters promise to appear, documents receipts, etc.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Keeps abreast of new ordinances and laws affecting Municipal Court.
- All other duties assigned.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

- High School diploma or equivalent;
- 1-2 years of clerical experience;
- Handle hostile or difficult customers;
- Possession of a valid Texas Driver’s License;
- Learn department policies, procedures, organization and operating details;
- Handle multiple tasks and prioritize;
- Exercise discretion in confidential matters;
- Self-starter, ability to work independently;
- Any equivalent combination of education and experience, which provides the required knowledge, skill, and ability to perform the work.

PREFERRED QUALIFICATIONS:

- A desirable candidate has a working knowledge of court operations, policies and procedures.
- Bilingual strongly preferred.
- May require attendance at annual course in judicial education for municipal court support personnel.
- Level 1 Municipal Court Clerk Certification preferred, or Must be reached within two years of the date of hire.

Sensory Requirements:

Tasks require sound and visual perception, as well as oral communications ability.

SIGNATURE/APPROVAL

Employee Signature	Print Name	Date
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Human Resources Signature	Print Name	Date
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Revised 2017

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