



CITY OF MEADOWS PLACE

Deputy Court Clerk

Position Title: Deputy Court Clerk

Department:	Municipal Court
Supervisor:	City Secretary
Salary:	\$48,000 - \$51,500 DOQ
Benefits:	TMRS (7% contribution with 2:1 City match), 12 holidays, 2 personal days, vacation and sick leave, 93% employer-paid medical, dental and vision, voluntary Mission Square 457B, AFLAC
Job Type:	Full Time, Non-Exempt
Work Schedule:	Monday-Thursday 7:30 a.m.-5:00 p.m.; Friday 8:00 a.m.-4:30 p.m.; eligible for 9/80 work schedule

SUMMARY OF CLASSIFICATION

Under the general supervision of the City Secretary, the Deputy Court Clerk performs specialized administrative, clerical, financial, and customer service duties supporting Municipal Court operations. Responsibilities include processing court documents and payments, maintaining official records, scheduling court proceedings, entering case information into secure databases, and ensuring compliance with applicable federal, state, and local laws, court procedures, and City policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements below are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, or qualifications required. This job description is subject to modification as the needs and requirements of the position change. Essential duties and responsibilities include, but are not limited to, the following:

- Performs specialized administrative and clerical duties requiring considerable discretion and a thorough knowledge of the Municipal Court operations, policies, procedures, and applicable laws.
- Schedules hearings, arraignments, pre-trials, bench trials, and jury trials.
- Processes citations, case activity, pleas, convictions, dismissals, case status updates, and other court information.
- Collects court fines and fees, issues receipts, reconcile daily collections and deposits.
- Utilizes and maintains proficiency with the Municipal Court case management system, online payment systems, security protocols, and electronic reporting systems used to communicate with state agencies and other court resources.
- Prepares juror summonses and subpoenas.
- Maintains confidentiality and security of all court records, information, and sensitive data.
- Maintains accurate, current, organized, and confidential court files, dockets, warrants, collection records, and other official court documents.
- Maintains professional relationships with attorneys, judges, law enforcement, and the public.

- Assists court participants and the public by providing courteous, professional, and responsive customer service within the scope of authority and training in person, by telephone, electronically, and in writing.
- Maintains open communication with the City Secretary and Court Administrator regarding court operations.
- Performs other duties and special projects as assigned.
- Subject to 24-hour recall and may be required to work overtime during emergencies or disasters to support essential City operations.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

Knowledge of and Skilled in:

- Ability to interpret and apply the Texas Code of Criminal Procedures, Texas Transportation Code, applicable City ordinances, Municipal Court procedures, and Legislative Updates.
- Knowledge of general office procedures, records management, bookkeeping, cash handling, and financial reconciliation.
- Proficiency in Microsoft Office; Tyler Technologies Incode software and online payment systems preferred.
- Excellent customer service, communication, and organizational skills.
- Ability to maintain confidentiality and safeguard sensitive information while managing multiple priorities.
- Ability to establish and maintain effective working relationships with City staff, elected officials, attorneys, law enforcement agencies, court participants, and the public.
- Communicate clearly, both orally and in writing.

Education, License and Certification Requirements:

- High School diploma, GED or equivalent
- Valid Texas Driver License.
- Three (3) years of administrative, clerical, customer service experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Municipal Court knowledge and experience preferred.
- Texas Municipal Court Clerk Level I Certification, or the ability to obtain within six (6) months of employment. Level II Certification must be obtained within twelve (12) months of employment.
- Texas Notary Public able to obtain within 3 months of employment.
- Attendance at a minimum of one (1) annual training course presented by the Texas Municipal Courts Education Center (TMCEC) is required. Participation in training opportunities offered by the Texas Court Clerks Association Gulf Coast Chapter and other professional organizations is encouraged.
- Bilingual (English/Spanish) preferred.

ADA AND PHYSICAL REQUIREMENTS

The physical demands described below are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

Work is performed primarily in an office environment and requires prolonged sitting, standing, walking, computer use, typing, filing, and operating standard office equipment. Employees must be able to occasionally lift and carry office materials, files, and equipment weighing up to twenty (20) pounds.

Equal Employment Opportunity

The City of Meadows Place is an Equal Opportunity Employer.

If interested in this position, please submit resume and letter of interest to Shandra Phillips at sphillips@cityofmeadowsplace.org.