

CITY OF MEADOWS PLACE

Court Clerk

Position Title:	Court Clerk
Department:	Municipal Court
Supervisor:	City Secretary
Salary:	\$48,000 - \$50,000 DOQ
Benefits:	Medical/dental 97% paid by the city, vision, TMRS retirement 7% with 2:1 matching. Position includes longevity pay, paid vacation, sick time, and 10 paid Holidays. The City also offers voluntary benefits for Mission Square 457B and AFLAC
Job Type:	Full Time
Work Schedule:	8:00 a.m. – 4:30 p.m., Monday – Friday

SUMMARY OF CLASSIFICATION

Under general supervision of the City Secretary, responsible for the day-to-day operation of Municipal Court requiring a specialized knowledge of court operations. Provides a variety of administrative, customer service and clerical support functions for the Municipal Court; process legal documents and payments, reviews and enters data on secure databases and assists clients of the court.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. This is not a comprehensive listing of all the functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include but are not limited to the following:

- Responsible for the administrative activities of the Municipal Court, performs complicated administrative duties and functions requiring considerable discretion and specialized knowledge of the court operations, policies and procedures. Reads. Writes, and converses in the English language.
- Assists Court clients and performs a variety of customer service duties within scope of authority and training.
- Maintain a professional relationship with Defense Attorneys and their offices.
- Follows court policies and procedures for specific Court duties; receives and processes documents and payments, updates data on secure databases, and releases documents; performs duties in compliance with court administrative orders, regulations, and standards; duties may vary according to job assignment.
- Reviews cases to verify clients are meeting court-ordered requirements.
- Maintains the absolute confidentiality of all records and information.
- Supports the department operations with regular and timely attendance
- Has custody of all documents and papers relating to the municipal court.
- Prepares administrative, technical, statistical and financial reports.
- Makes recommendations for improvement of operations to City Secretary.

- Open communication to advise and inform the City Secretary of any and all situations that may arise.
- Acts as Deputy Court Clerk as assigned by the city ordinances, or state law.
- Prepares and coordinates the scheduling of judges, prosecutors, bailiffs.
- Supports the relationship between the City of Meadows Place and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

REQUIREMENTS

- **Physical Requirements:** Sits for extended periods of time while typing, filing, Customer relations, or inputting data on personal computer; safety lifts.
- **Other Job Functions:** Notary Public and required attendance to at least one per year training class for Court Clerks as presented by the Texas Municipal Courts Education Center with additional Texas Court Clerk Association Gulf Coast Chapter training opportunities.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

Knowledge of and Skilled in:

- Ability to read and understand procedures and simple manual such as “*Code of Criminal Procedures*”, Traffic Code, City Code, and Legislative Updates
- Confidential Record Management
- Bookkeeping and record keeping
- Computer Systems, printers, and other office equipment
- Experienced use in Word and Excel
- Exceptional ability to deal effectively and courteously with the public and City employees
- Ability to write and speak effectively and analytical writing
- Ability to read and understand procedures and simple manual such as “*Code of Criminal Procedures*”, Traffic Code, City Code, and Legislative Updates
- Establishing and maintaining effective working relationships.
- Communicate clearly, both orally and in writing.
- Reading and interpreting blueprints and plans.

Education, License and Certification Requirements:

- High school diploma or equivalent
- Valid State driver’s license.
- Minimum Court Clerk Level I Certification, Level II preferred. (Directly related experience may be considered as equivalent to this requirement and obtain certification within 6 months of employment) Must obtain Level II with 12 months of employment.
- Knowledge of Incode – Tyler Technologies Software a plus
- Bilingual – English & Spanish speaking preferred
- Notary public

For more information email Courtney Rutherford at citysecretary@cityofmeadowsplace.org or call 281-983-2931