

CITY OF FOREST HILL

Job Description

Position Title:	Deputy Court Clerk
Department:	Municipal Court
Immediate Supervisor:	Court Administrator
Positions Supervised:	None
FLSA Status:	Non-Exempt
Work Schedule:	Tuesday, Thursday & Friday, 8 a.m.–5 p.m. (Part-time)

SUMMARY OF CLASSIFICATION

Under general supervision of the Municipal Court Administrator, responsible for assisting with the daily operations requiring a specialized knowledge of Court operations and Municipal Court law while possessing strong organizational and basic accounting skills. Responsibilities may include but are not limited to: processing citations, collecting fines and fees, scheduling hearings, court dates, and trials, maintaining the warrant database, preparing court dockets, and summons, assisting with the preparation of complaints, judgments, processing and clearing warrants, corresponding with defendants and attorneys, serving as courtroom clerk, data entry. May be assigned to work in a variety of specialized units within the court.

BUDGETARY RESPONSIBILITIES

None.

ESSENTIAL JOB DUTIES

Provide customer service at the front counter and over the phone. Answer questions from defendants and attorneys, properly explain Court procedures and options. Responsible for frequent interaction with citizens, attorneys, prosecutor and Judge. Receive and apply payments, enter information into the Court computer system, make change, provide receipts of payment. Balance cash daily, prepare deposits for bank. Review online payments and upload citations electronically in the Court system for accuracy. Prepare, review and process legal documents, correspondence, motions, and orders. Verify forms received for accuracy and completeness. Must present positive professional image at all times through action, communication and appearance. Must be punctual, reliable attendance is essential to the function of the Municipal Court. Assist Court Administrator, Judge and Prosecutor as needed. Performs all other job duties as assigned.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Sits, stands and converses for extended periods while assisting a constant stream of customers. Works well under pressure; ability to follow directions and assist other employees as needed.

DESIRED TRAINING AND EXPERIENCE:

- Associate's Degree in related field.
- Prior Municipal Court Experience
- One year of Clerical experience with typing and operation of PC; and six months experience accounting for and disbursing monies; and six months experience heavy contact with the public; or any combination of training and experience to equal the above.
- Level 1 Court Clerk Certification or ability to obtain this certification within 1 year from hire date.

REQUIRED QUALIFICATIONS

Knowledge, Skills, and Abilities - Good organizational skills; Ability to type 40 wpm; Must be able to use 10-key calculator by touch; Experience working with personal computers and Microsoft Office, specifically Word and Excel. Communicates effectively and courteously with customers and other City Employees in person, on the phone and in writing. Level 1 Court Clerk Certification or the ability to obtain within one year. Ability to speak Spanish preferred but not required.

Minimum Education, Experience and Certification – Valid Texas Driver's License, High school diploma or equivalent is required. Two years general business and clerical experience involving public contact, preferably with at least one year of cashier/teller experience or any other position consistently dealing with money. Municipal court experience is preferred, including a working knowledge of LT Systems Court Software.

Updated 11/26/2018