

Municipal Court Clerk

Dept/Div: Municipal Court/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work handling customer service, assisting with the daily operations of the court, submitting legal reports, preparing and processing court-related documentation, and related work as apparent or assigned. Work is performed under the limited supervision of HR Director.

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 Functions

Prepares and processes legal documentation, correspondence, motions, and orders for judge and/or prosecutor; receives and processes applicable fines and fees for court-related forms; coordinates, facilitates, and provides resolution to defendant court matter requests.

Acts as receptionist; greets visitors; answers telephone; receives inquiries, complaints, and service requests via email or fax and resolves them within the framework of established policies and procedures or forwards them to appropriate party for disposition; assists the public with the completion of standardized forms or documents.

Acts as ambassador for private and/or public events; promotes and encourages legal awareness opportunities in community groups and governmental agencies.

Maintains records and files; sorts, indexes, and files material alphabetically, numerically, geographically, or by other predetermined classification; destroys and deletes files as instructed.

Prepares legal documentation, motions, and orders for judge, prosecutor, and officers; receives and processes applicable fines and fees for court-related forms.

Assists in the coordination and preparation of periodic, special, and other reports; collects information from a variety of sources and compiles data; prepares for submission to appropriate city and/or state agency.

Organizes and manages judge, prosecutor and bailiff calendars; schedules court dates; arranges motions, and orders; processes legal documentation, correspondence, and other court-related forms; coordinates, processes, verifies, and provides resolution to defendant court matter requests and warrants.

Provides support to internal and external utility department customers; receives and processes fine payments, and answers questions as needed or required.

Provides customer support to internal and external customers; maintains cemetery records as needed or required.

Knowledge, Skills and Abilities

General knowledge of the functions and organization of the municipal government; general knowledge of the rules of order as related to public hearings; general knowledge of standard office procedures, practices and equipment; working knowledge of legal language and legal procedures; ability to effectively communicate on a one-to-one basis with the public; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to maintain effective working relations with associates, other departments, business and public officials, and the general public.

Education and Experience

High school diploma or GED and moderate experience in clerical, paralegal, or administrative work, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; 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).

Special Requirements

Attend new clerks' seminar within a year of hire

Obtain Certified Municipal Court Clerk (CMCC), Level I certification, with Texas Court Clerks Association (TCCA) within one year of the class

Obtain Certified Municipal Court Clerk (CMCC), Level II certification, with Texas Court Clerks Association (TCCA) within two years of obtaining level 1 certification

Must meet and maintain all training and education requirements for position.

Last Revised: 02/01/2025