

Municipal Court Clerk

Department: Floresville Municipal Court

Classification: Part-Time

Under general supervision of the Court Administrator, employee performs basic legal clerical work in support of the operations of the Municipal Court; processes legal documents and manages court records; provides information and customer service to the public within scope of authority.

Duties & Responsibilities:

- Communicate effectively, professionally and courteously with the public in person, on the telephone, and in writing. Assists customers with court procedures, citations, payments, bonds, and warrants; responds to requests for information within the scope of authority and training.
- Assists in the administration of the Municipal Court in accordance with the laws of the State of Texas and the City ordinances, with prudence and integrity and in an impartial manner.
- Inputs a variety of court transactions including traffic, parking, and general citation information into the computer system; creates case files and prepares cases for court; processes judicial decisions and case dispositions.
- Prepares court dockets and arraignment documents; update and maintain various schedules and notifications for police, code enforcement, and animal control officers along with the attorney appearances in court.
- Creates, updates and tracks a variety of electronic and paper files, records, applications, reports, calendars, and technical documents; researches and verifies accounting records.
- Maintains and monitors court records and citations filed in court cases.
- Processes bonds and delinquent citations filed in court cases.
- Assists Judge and Prosecutor with court proceedings as assigned.
- Maintains the absolute confidentiality of all records and information
- Performs other duties as assigned or required

Requirements:

Education and Experience:

- High School diploma or GED equivalent; and clerical experience, preferably in a Municipal Court, a law enforcement or criminal justice agency

Required Knowledge of:

- Functions, procedures, and policies of Municipal Courts
- Texas Transportation Code, Penal Code, Code of Criminal Procedures, Floresville City Ordinances, court procedures, and legal terminology
- Principles of basic bookkeeping, filing, record keeping and records management

Required Licenses or Certifications:

- Must have a valid Class C driver license

Required Skill in:

- Excellent customer service, able to deal tactfully and courteously with individuals seeking information about Court functions.
- Cash handling
- Maintaining complex official records
- General office procedures and operation of standard office equipment, operating a personal computer utilizing standard and specialized software, including Microsoft Office products
- Typing with speed and accuracy and maintaining electronic files
- Effective communication, both verbal and written in a professional manner
- Good decision making
- Establishing and maintaining cooperative working relationship co-workers and the general public