

**JOB DESCRIPTION:** DEPUTY COURT CLERK  
**JOB STATUS:** PART-TIME  
**PAY SCALE:** \$8.00 - \$10.00 per hour

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**Job Summary:**

Provides secretarial and customer service duties for the municipal court department, and aids other clerical departments as necessary.

**Principal Duties and Responsibilities:** This information is intended to be expressive of key responsibilities of the position, and is not limited to that description:

- Processes citations and complaints, recording payments, creating files, entering information into computer, printing and processing paperwork and filing files and documents;
- Assist customers by answering questions, explains court procedures, keeps accurate record of payment plans, case copies, and obtaining proper information as necessary, or orders by municipal judge;
- Perform other clerical duties such as answering phones, answering mail, composing letters and mailing a variety of information.
- Prepares and comprehends daily, periodic, special, and audit reports.
- Sets up courtroom, assist municipal judge, prosecutor and court administrator with court proceedings;
- Inspects citations, engages review with Police Chief as necessary.
- Perform other duties as may be assigned.

**Aiding Responsibilities:**

- Aid city hall office in various clerical duties;
- Answer phones, interacts with customers, ability to respond to general questions;
- Ability to provide substitution assistance to utility clerk, and performing tasks as needed.

**Physical and Environmental Conditions:**

Duties are generally performed in an office setting. Some light work requiring occasional lifting objects up to 20 pounds to move objects. Must be able to sit or stand for long periods of time. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling.

**Required Education, Experience, Operations:**

- Possession of a High School diploma or equivalent.
- One year of clerical experience preferred.
- Must be a citizen of the United States.
- Must be at least 18 years of age.
- Must possess a valid Texas Driver's License or Texas Issued Identification.
- Must speak, read and write in English; Bilingual preferred but not required.
- Bilingual (Spanish) preferred.
- Must be reliable, and able to work a flexible schedule, or as scheduled as on need basis.

**Required Knowledge, Skills and Abilities:**

- Working knowledge office practices, answering phones, email transmission and use of standard office machines, computers, Microsoft Office, and other data software programs necessary to fulfill job duties.
- Good mathematical skills for basic cash handling; collecting and posting payments, distributing cash, maintaining receipts, balancing daily cash drawer, and making bank deposits.
- Applies excellent and effective interpersonal and public relations skills, to include proper grammar in all written and verbal communications.
- Must be able to read, interpret and apply relevant city, state and federal laws, codes, ordinances, policies and procedures, and able to understand and carry out instructions.

- Must be able to perform accurate record keeping, organization and maintenance of files.
- Ability to work independently, and/or with little supervision.
- Ability to maintain confidentiality

**ORGANIZATIONAL RELATIONSHIPS:**

Department: Municipal Court  
 Direct Supervisor: Court Administrator  
 City Management: City Administrator  
 Supervises: This is a non-supervisory position.  
 Other Relations: Works closely with Police, Utility, and Administration Departments

**Applicant must complete statement below:**

I, \_\_\_\_\_, understand the job description of the position I am applying for, and able to perform under the duties required.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**FOR CITY USE ONLY:**

Interview: \_\_\_ Yes \_\_\_ No Interview Date: \_\_\_\_\_ City Interviewer: \_\_\_\_\_

Hired: \_\_\_ Yes \_\_\_ No Start Date: \_\_\_\_\_ Starting Hr Rate: \_\_\_\_\_

Comments: \_\_\_\_\_  
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