

# HEWITT TEXAS

---

**Job Title:** Court Clerk  
**Department:** Municipal Court  
**Location:** City Hall  
**Reports to:** Court Administrator  
**Date:** 2/1/2018

<b>Grade:</b> 12	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
------------------	---	---	--

**Job Summary:** Under general supervision, performs a variety of clerical, accounting, and administrative tasks for the Municipal Court.

**Essential Functions:** Perform clerical duties to include preparing correspondence, maintaining records, data entry, and general accounting functions in support of the Municipal Court. Provide general customer service to citizens, employees, and external agencies that include responding to court related inquiries. Answer and direct calls. Respond to requests from the Municipal Judge, City Prosecutor, and Police Department.

Administer criminal proceedings and docketing. Oversee filing of all papers, dockets, case files, and case related correspondence. Assist in creating monthly and quarterly reports, send warrants to collection agency, and make copies of proof of insurance. Collect court costs, fines, fees, and bond monies. Post payments to the proper accounts and prepare daily bank deposits. Prepare and explain payment plans. Recall warrants and process case for payments, time payments, or trials. Set court dates. Assist the Court Administrator in any other necessary duties.

Attend and assist on court days, which take place on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month. Court duties may include preparing complaints, contacting prosecutors, and preparing jury lists and notices. Assist in trial preparation, prepare for court and after court duties. Process, post, balance, reconcile, and deposit various payments for court services, probations, and citations.

Regular and consistent attendance for the assigned work hours is essential. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Competencies:</b> Skilled in applying and explaining applicable laws, codes, regulations, policies, and/or procedures. Ability to maintain sensitive and confidential information. Knowledge of court policies and procedures. Knowledge of modern office principles and practices. Skilled in operating a computer and related software applications. Ability to communicate clearly and effectively, both orally and in writing.				
<b>Required Education, Experience, and Qualifications:</b> High School Diploma or GED. Two years of general clerical, office, and/or cashiering experience required. Possess a valid Texas driver's license.				
<b>Preferred Education, Experience, and Qualifications:</b> Cash handling, posting, balancing, and reconciliation experience preferred. Bilingual ability in Spanish and English a plus. Texas Municipal Court Clerk Level I certification.				
<b>Physical Requirements:</b> Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.				
<b>Sedentary</b> <input type="checkbox"/>	<b>Light</b> <input checked="" type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.				
Frequent reaching, sitting, standing, walking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 25 pounds.				
<b>Machines, Tools, and Equipment:</b> Computer, Phone, Calculator, Scanner, Printer, Copy Machine, Fax Machine, and Payment Machine				

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 8am to 5pm. Extended work hours, include court days which are the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month.

**Work Conditions/Environmental Factors:** Work is typically performed in a standard office environment. May be exposed to dust and odors.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_