

Job Description – City of Burleson

Job Title: Deputy Court Clerk
 Department: Municipal Court
 Pay Grade: Range 21
 FLSA Category: Non-Exempt
 Schedule: 40 hours per week with overtime as needed
 Date Revised: July 31, 2024
 Approvals

HR:		CMO:	
DIR:		CMO:	N/A

PRIMARY DUTY:

The purpose of this position is to provide clerical, administrative, and quasi-judicial services through assistance in all facets of the operations of the Municipal Court. This position is responsible for accurately handling cash, maintaining records of court process, filing complaints, and providing exceptional customer service while coordinating activities with the general public.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
S	Assist the public, as well as staff, whether in person, online or over the phone by providing information or responding to requests in a positive, timely, effective and professional manner to answer questions and accept money for citations, bonds, escrows, warrants and payment plans.
S	Performs administrative duties for the court including processing paperwork, scanning and printing documents, filing, mailings, data entry, reporting and maintaining various schedules and listings.
S	Attend court sessions on scheduled court dates and provide assistance to the court officials, attorneys, defendants, and other internal and external parties while processing all required paperwork as required. Sends out information accurately and within established standards on court hearing dates and time to defendant's, bondsman and attorneys.
S	Ensure all paid warrants are cleared/recalled from applicable systems and the collection agency is kept informed of all payments on warrants turned over to them for collection.
S	Post information to records and files, performs correct procedures and documentation to complaints and proofreads all work for accuracy completeness and format.
S	Collect payments and fines, including accepting bonds in lieu of fines on applicable violations.
S	Maintain confidentiality with regards to all court files.
S	Performs all related duties as assigned by supervisor.
S	Actively participate in meetings, conferences, and training.
	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic math skills with the ability to count money and balance reports.

- Ability to read, learn, comprehend and retain knowledge about legal/court documents, orders, municipal court requirements, and department procedures and processes.
- Ability to effectively time manage and prioritize duties.
- Exceptional organizational skills.
- Skilled in and knowledge of basic office equipment and computer skills including software (Word, Excel, etc).
- Must be detailed oriented.
- Ability to work effectively independently without close supervision and also in a team while maintaining positive working relationships with fellow employees.
- Demonstrates excellent customer service skills and deals tactfully, professionally, and effectively with a diverse population.
- Effective conflict resolution skills.
- Ability to maintain a high degree of confidentiality.
- Excellent communication skills both orally and in writing including proficient listening skills, rules of grammar, practices of document preparation, and conveying information in a concise, tactful, professional manner.
- Prefer knowledge of the Texas Traffic laws, Code of Criminal Procedures and Penal Code

EDUCATION AND EXPERIENCE:

Required:

- High school diploma or equivalent.

Preferred:

- One of year experience of cash handling experience
- One of year experience in local, county or state government
- Two years of experience in any legal related support position

CERTIFICATES AND LICENSES REQUIRED:

- Texas Court Clerk Level 1 Certification or ability to obtain within 12 months;
 - Employee must maintain certification through continuing education hours during duration of employment.
- Valid Texas Driver's License with a good driving record

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work is performed in a climate-controlled office environment.

TOOLS AND EQUIPMENT USED:

Standard office equipment and cash drawer.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	F	On carpet or tile floors.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	O	Small boxes of supplies and paper weighing less than 5 pounds
Pushing/Pulling	F	To open and close filing cabinet drawers.
Reaching	F	Into filing cabinets and on shelves to store or retrieve documents and supplies.
Fine Dexterity/Handling	C	To use the computer, typewriter and calculator and writing.
Crouching/Crawling	O	To plug in computer, typewriter, calculator, etc.
Twisting	F	Working around the desk in standard office activities.

Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	C	To read and prepare paperwork.
Hearing/Talking	C	To speak with citizens and employees on the phone and in person.
Foot Controls	R	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F__time pressures

R__irregular schedule

C__frequent change of task

C__tedious exacting work situation

F__performing multiple tasks simultaneously

R__emergency situations

O__danger/physical abuse

C__noisy/distracting environment

C__working closely with others as part of a team

other: _____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.