



City of Balcones Heights Job Description

Job Title: Deputy Court Clerk

EEOC Category: Official/Administrative

FLSA: Non-Exempt

Revised Date: 04/2020

Summary

Under general direction, the purpose of this position is to provide support to Senior Deputy Court Clerk and handle daily operations of the Criminal and Traffic Division; and to do related work as required.

Essential Job Functions:

- Receives and directs phone calls and visitors by directing calls to correct departments; receiving visitors and directing to appropriate department
- Handles court questions via phone or at window and completing related paperwork
- Handles duties relating to the hearing and disposition of court cases.
- Receives citation payments from customers at window.
- Handles daily deposits by recording all payments received and posts payments on INCODE, adds up all monies, counts and balances cash drawer, processes cash collection receipt register and delivers to Court Clerk to fill out deposit slip, and deliver to Finance.
- Maintains municipal court citations by downloading from ticket writers through Brazos to INCODE
- Compiles and mails all court related reports under the signature of the judge;
- Acts as Notary Public for the Court and Administration Department;
- Prepares and mails conviction reports to the Department of Public Safety
- Assists with the coordination of docket processing, including jury trials, setting and reviewing case information, sending notice, preparing summons or subpoenas, preparing court documents, obtaining information from other departments and providing assistance to judge and prosecutors.
- Receives permit and license fees;

Knowledge, Skills, and Abilities:

- Knowledge of modern methods of information storage and retrieval including electronic data processing methods
- Knowledge of Local Government Code, City Ordinances, rules, regulation and guidelines.
- Ability to communicate clearly with members of the legal profession and with the general public
- Knowledge of Municipal Court proceedings.
- Knowledge of Texas traffic and criminal laws.
- Knowledge of general office practices.
- Skill in answering the telephone, greeting visitors, and providing information

- Skill in gathering, analyzing and evaluating complex data.
- Skill in understanding relevant details from oral and written information.
- Skill in effectively communicating with a variety of employees and members of the general public.

Education and Experience:

High School graduation or its equivalent, plus at least one year’s progressively responsible experience in customer service and clerical functions.

Physical Demands and Working Conditions:

- Ability to lift up to 20 lbs.
- Visual acuity, speech and hearing; hand/eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment
- Subject to sitting and standing to perform the essential functions
- Must be able to pass a drug and/or alcohol screen
- Working conditions are in an office environment

Licenses or Certificates:

- Notary or obtain within six (6) months of hire
- Obtain Level I Court Clerk Certification

NOTE: This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____