



CITY OF
PORT LAVACA



JOB TITLE: Municipal Court Clerk
DEPARTMENT: Municipal Court
JOB CODE: 1310

Pay Grade: 5

JOB DEFINITION:

Under basic supervision, provides a variety of administrative, customer service, and technical clerical support for the Municipal Court; processes legal documents, reviews and enters data on secure databases, assists judges in the courtroom, and assists clients.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs a variety of administrative and technical clerical functions for the Municipal Court; performs duties within scope of authority and training, based on knowledge of City policies and court procedures; duties may vary according to job assignment.
- Follows court policies and procedures for file creation and maintenance, data entry, issuing and accepting documents and forms, accepting and receipting monies, and other specific Court duties and assignments; uses court-specific computer software.
- Completes all reports and paperwork in a timely manner, and in compliance with court administrative orders, regulations and standards; compiles and reviews data, updates files and databases, and generates reports including monthly DPS, OCA, and MVBA reports.
- Assists customers and callers regarding court procedures, payments, citations, and warrants; explains Court rules, policies, and procedures; provides customer services, and receives, retrieves, and releases information according to procedures.
- Collects and records fines and fees; balances and reconciles daily cash transactions; reviews and verifies accounting records.
- Reviews pending cases to verify defendants are meeting court ordered payments, restitution, and other court-ordered requirements and cases that have entered a plea and defaulted.
- Prepares and processes technical legal documents, status and summary reports, dockets, and requests jury summons as needed.
- Manages the flow of defendants and court case information to and from judge and courtroom including processing and reviewing judgements.
- Performs case management functions for special judicial tracking and enforcement programs.
- Processes capias warrants, capias pro fine, and arrest warrants; files all warrant paperwork into cases; files cases in warrant cabinet; and present warrants for judge's signature.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains

absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

- Communicates directly with the court's prosecutor regarding pending trial cases and legal questions; processes all States Motions to Dismiss paperwork; and communicates with defendant's attorney regarding the case status for trial.
- Maintain website with up-to-date docket calendar.
- Perform other related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City policies and procedures.
- Basic legal terminology, and functions and procedures of Municipal Courts in Texas.
- Principles of bookkeeping, record keeping, and confidential records management.
- Business and personal computers, and specialized software applications.
- Customer service standards and protocols.

Skill in:

- Understanding and applying laws, rules, codes, regulations, and procedures.
- Dealing tactfully and courteously with individuals seeking information about court functions.
- Following verbal and written instructions and performing mathematical calculations.
- Maintaining official records and processing technical documents.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively verbally and in writing,

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; AND two years technical clerical experience, preferably in a legal office or court environment; OR an equivalent combination of education, training and experience.

- State of Texas driver's license may be required.
- Completion of Court Clerk Certification Level 1 through TMCEC within two (2) years of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office and municipal court environment.