

CITY OF CROWLEY MUNICIPAL COURT CLERK

Pay Grade: 109

FLSA: Non-Exempt

Pay Range: \$16.29 - \$23.92 hr

JOB SUMMARY

Under general direction of the Court Administrator. Responsible for all clerical and quasi-judicial administrative functions of the municipal court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Perform complicated administrative duties and clerical functions requiring considerable discretion and specialized knowledge of Courts, court operations, policies and procedures.
- Enter citations filed by officers and complaints filed by citizens; maintain all records pertaining to each case.
- Prepare complaints for State Law and City Ordinance violations.
- Prepare search warrants and arrest warrants for Judges signature.
- Administer oaths and affidavits, affix seal of the Court thereto.
- Schedule cases for hearings and verify the Court Docket before court is in session; notify defendants, jurors and police officers of court appearances.
- Maintain and keep status current on each case filed.
- Assist customers with questions regarding tickets and payment of fines.
- Collect fines, fees, bonds and miscellaneous cash receipts.
- Write and balance cash receipts and prepare deposits when necessary.
- Deal courteously and effectively with customers and other city employees.
- Regular attendance and punctuality are an essential function of this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Display good decision making abilities.
- Able to do arithmetic calculations; read, write and converse in English.
- Be able to push, pull, lift and/or drag up to 40 pounds.
- Self-starter, work independently.
- Good organizational skills; type 50 wpm, 10 key by touch, computer proficient.
- Working knowledge of accounting procedures and data processing.
- Good working knowledge of the Municipal Court System, policies, procedures and laws.

EDUCATION, EXPERIENCE AND CERTIFICATION

- High School Diploma or GED.
- Four years of general business and clerical experience involving public contact.
- Two years of experience in Municipal Court.
- Texas Municipal Court Clerks Certification Level I.
- Notary Public or able to obtain.
- Must be able to be Bonded.
- Must be able to attend the required 12 hours of continued education each year.