

# **CITY OF CROWLEY MUNICIPAL COURT CLERK**

**Pay Grade: 109**

**FLSA: Non-Exempt**

**Pay Range: \$16.29 D.O.Q.**

## **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 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. 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.