

# City of San Elizario, Texas

Job Description: COURT CLERK

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Salary Range: This is an hourly rate position based on qualifications.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** A High School diploma or GED, and three (3) years of general clerical experience, including one (1) year in a court environment and one (1) year customer service experience.

**Licenses and Certificates:** None

**GENERAL PURPOSE:**

Under general supervision, perform clerical duties related to court operations.

**TYPICAL DUTIES:**

Assist with administration of Municipal Court operations and support services make recommendations for purchase of equipment and software.

Assist with records management and electronic data processing: Involves: Ensure accountability of Court records. Ensure compliance with records management procedures. Maintain records retention schedule and conduct approved destructions. Assist with the on-going analysis of electronic case processing programs to ensure proper selection of applicable cases, timely and accurate updating of case activity, and timely productions of automated dockets, notices, and forms. Assist information systems staff to identify and correct programming deficiencies or to expand operation parameters. Maintain computer system security.

Provide customer service by furnishing information about court procedures. Involves: Explain court policies and procedures, answer questions both in person and by telephone on citations, warrants and court dates. Accept motions to be filed. Enter data in case management system from defendant's copy of citation. Explain options available such as requesting a court date, defensive driving or payment plans and enter selection in system. File motions, research outstanding warrants, review documentation submitted by defendants for completeness, reset cases for court and notify appropriate parties. Maintain pending file of defendants who must return to court to furnish additional documentation, issue letters of disposition and case cancellations, notarize complaints, maintain motions and correspondence by verifying the origin and nature of the request and inform judge and prosecutor of the history and current status of the request. Match warrants and commitments to initiate the arrest process for a defendant who is not present in court. Maintain activity logs and generate periodic reports.

Schedule court cases and dates and perform related clerical duties. Involves: Set court date by type of violation and prescribed caseload. Provide written and oral instructions to defendants

regarding case status and disposition of each citation including community service, defensive driving, deferred adjudication or requirement to complete substance abuse courses. Notify law enforcement personnel, attorneys, defendants and other authorized persons of action. Update payment plans, change defendant addresses and explain options available to answer citations including defensive driving classes and payment plans.

Involves: Generate computer-printed notices to individuals who have new warrants or commitments. File warrants and affidavits using alphabetical or numeric systems. Activate new warrants, proofread and check information against the original ticket and against the electronic case files. Remove recalled warrants from the active file.

Perform other court-related clerical duties as required. Involves: Perform duties of co-workers to ensure continuity of operations during absences. File and sort tickets in numerical order in filing system, prepare notices to defendants, attorneys, juveniles/parents and sort notices by class and location for mailing. Retrieve driving history records. Receive and process accident reports. Identify reports in which a citation was issued at the scene and those requiring further review and those marked non-prosecutable. Review, process and file bail bonds and defensive driving completions.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of municipal court procedures including federal, state and local laws, regulations, rules and ordinances and public records.
- Application of good knowledge of computer hardware and specialized case management software pertinent to municipal court operations.
- Application of good knowledge of supervisory techniques, pertinent federal, state and local rules and regulations related to human resource management and customer service and public relations practices.
- Application of good knowledge of modern office practices and procedures, and legal terminology.
- Application of some knowledge of the criminal justice system, court processes and procedures and automated record keeping systems.
- Read and understand oral, written, or legal information to answer questions and solve practical problems.
- Proof, records, extract, organize and summarize data from manual or automated sources; proofread legal documents, attention to detail and established deadlines; prepare and maintain detailed records in an automated environment.
- Establish and maintain effective working relationships with officials, judges, managers, attorneys, employees and the general-public.
- Oversee and complete numerous tasks simultaneously and in a timely manner.
- Application of good knowledge of English grammar, spelling and punctuation.
- Application of good knowledge of Spanish communication skills grammar and spelling.
- Clear, concise and tactful oral and written communications.
- Interpretation of oral and written instructions

- Keep records, prepare reports, maintain filing systems, compile, and organize information.
- Work under pressure to meet deadlines.

**OTHER JOB CHARACTERISTICS:**

Subject to recall and working flexible or extended hours.