

The Part-Time Municipal Court Coordinator provides clerical and administrative support to the Municipal Court. This role assists with processing citations, maintaining court records, scheduling court appearances, handling payments, and providing courteous service to the public, law enforcement, and city staff.

Essential Duties and Responsibilities

- Greet and assist the public in person and by phone regarding court procedures, citations, fines, and warrants.
- Receive, record, and process payments for fines, fees, and other court transactions.
- Prepare and maintain accurate court records, dockets, and files in compliance with Texas law and city policies.
- Schedule hearings, trials, and appearances before the Judge; prepare related court documents.
- Enter and update case information in the court's case management system.
- Prepare correspondence, notices, and reports as required.
- Coordinate with law enforcement officers, attorneys, and defendants as needed.
- Maintain confidentiality and accuracy of sensitive information.
- Perform other duties as assigned.

Minimum Qualifications

- High school diploma or GED required.
- Minimum of one (1) year clerical, administrative, or customer service experience; municipal court experience preferred.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Strong organizational, communication, and customer service skills.
- Ability to maintain confidentiality and work effectively with the public.

Preferred Qualifications

- Certification as a **Court Clerk Level I** or higher through the Texas Municipal Courts Education Center (TMCEC) or ability to obtain within one year of hire.
- Experience with municipal court software and case management systems.
- Bilingual in English and Spanish preferred.

Work Environment

- Office environment with frequent public contact.
- Occasional attendance at court sessions outside regular business hours may be required.
- Position involves sitting, standing, walking, and handling office equipment.