

## MUNICIPAL COURT CLERK

The Municipal Court Clerk performs a variety of clerical, administrative, and customer service duties to support the operations of the Municipal Court. The position is responsible for processing citations, maintaining court records, assisting the public, and ensuring compliance with applicable court procedures, state laws, and city policies.

### Essential Duties and Responsibilities

- Help the public in person, by phone, and electronically regarding citations, court procedures, payments, and court dates.
- Receive, process, and maintain court records, citations, complaints, warrants, and other legal documents.
- Collect fines, fees, and court costs and issue receipts for payments.
- Balance daily receipts and prepare deposits in accordance with city financial procedures.
- Enter and update case information in the court case management system.
- Prepare court dockets, notices, summons, and related documentation.
- Assist the Municipal Court Coordinator and Municipal Judge during court proceedings as needed.
- Process compliance documents such as driver safety courses, insurance dismissals, and payment plans.
- Maintain files and records in accordance with state retention schedules.
- Maintain confidentiality of court records and sensitive information.
- Perform other duties as assigned.

### Minimum Qualifications

- High school diploma or GED required.
- One (1) year of clerical, administrative, cashiering or customer service experience; municipal court experience preferred.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Experience in a municipal court, legal office, or government setting preferred.
- Valid Texas Driver's License

### Preferred Qualifications

- Must be able to obtain Level I Municipal Court Clerk Certification through the Texas Municipal Courts Education Center within one year of employment

Interested applicants must submit an application and resume to the Human Resources Department.