

# City of Bandera TX

## Municipal Court Clerk

### Job Description

**Exempt:** No  
**Department:** Municipal Court  
**Reports To:** City Administrator  
**Location:** Bandera City Hall

#### GENERAL DESCRIPTION OF POSITION

Performs all clerical task in support of the daily activities and operations of the Municipal Court. Deadlines and priorities in work assignments are either set by the Judge or are inherent in the task to be performed. Ensures compliance with applicable procedures, policy, regulations, laws, codes, and statutes. Coordinates and provides clerical and secretarial support for the Presiding Judge, Associate Judge and Prosecuting Attorney. Duties include, but are not limited to:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for understanding State laws and how it applies to Municipal Court jurisdiction.
- Processes complaints, judgments, accepts payments of bonds and fines.
- Assembles and processes court cases; prepares daily court dockets; verifies documents necessary for each case.
- Proficient in all operations, rules, reports, and procedures of Court; ensure that all dockets, judgements, and other municipal court documents are accurately prepared, posted, maintained, and filed.
- Process all aspects of trial settings, including the jury pull, summoning jury panels, prepare subpoenas for defendants, witnesses, and officers, as well as discovery items.
- Prepares and maintains appropriate calendars; coordinates court hearings, prepares and processes timely notices to defendants and attorneys of arraignments, trials, and hearings.
- Prepares cases for court proceedings; sending notification to defendants or lawyers, Prosecutor and Judge, as well as subpoenas to officer.
- Obtains all necessary complaints, video, and other documentation for Trials; Upload all videos and case file documents to Dropbox.
- Coordinates of court matters with defendants, defense counsel, City prosecutor, police department, jail, and other agencies.
- Prepares cases, warrants and related affidavits for failure to appear or violate promise to appear.
- Updating case files in the Court management system and creating & maintaining payment plans.

- Send out correspondence to defendants via mail, email, and fax.
- Prepares jury summons and maintains juror service records, exemptions, and payments.
- Prepares complaints and Charge of the Court for Jury Trials.
- Prepare various reports weekly, monthly, and quarterly to the State, City, DPS, Omni and other reporting agencies.
- Receives filings, citations, and complaints, and prepare court dockets and defendant files.
- Processes attorney representation letters for charges filed.
- Processes Failure to Pay, Failure to Comply, Failure to Appear, and warrant notices.
- Serves as notary public for the Court and Marshal's office.
- Scans and index cases for record retention schedule.
- Receives and processes payments and sets up payment plans.
- Program and Mapping of Court Software and CopSync.
- Keep abreast of all new laws, codes, and statutes and when/how to implement them.
- Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, and 19 to 23 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence. ability to effectively communicate information and respond to questions in person-to-person, by email or by telephone and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

**CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

A Level 1 Certified Municipal Court Clerk Certification from the Texas Municipal Courts Education Center or the ability to obtain it within 1 year of employment and maintain certification during term of employment.

Cyber Security Fundamentals, CJIS, FBI/NSET certified, confidentiality policy, Notary, TLETS.

**SOFTWARE SKILLS REQUIRED**

Basic: Case Management, Spreadsheet, Word Processing/Typing

**MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

**WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **ADDITIONAL INFORMATION**

### **Education/Experience Required:**

- High School diploma/GED required.
- A Level 1 Certified Municipal Court Clerk Certification from Texas Court Clerks Association or the ability to obtain it within 1 year of employment and maintain certification during term of employment.
- Previous Customer Service required.
- Previous cash handling required.

### **Skills and Abilities:**

- Incode 9 preferred, but not required.
- Basic Microsoft Office skills in Word, Excel, Outlook, and more.
- Ability to manage time well, be heavily organized and be able to work on assignments effectively to maintain a smooth flow of record keeping and information processing.
- Must have an understanding of Texas State Laws.
- Ability to multitask under distractions such as telephone calls and other disturbances.
- Ability to work and operate with unpleasant social situations (irate customers) in a professional manner.
- Exceptional skills required for handling delicate situations with tact, diplomacy, and discretion, both on the phone and in person.
- Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and critical thinker required for problem solving.
- Ability to work and operate with unpleasant social situations (irate customers) in a professional manner.