

## **CITY OF BLANCO JOB DESCRIPTION**

**JOB TITLE:** Municipal Court Clerk

**DEPARTMENT:** Administration

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** May 5, 2022

**JOB SUMMARY:**

Under the direct supervision of the City Administrator, is responsible for assisting with the day-to-day operations of the Blanco Municipal Court and business office, processing court transactions and payments and receipting transactions for other City departments; providing excellent customer service to customers via the telephone and in person; demonstrating knowledge of municipal court procedures; may serve as secondary back-up to the Utility Billing Clerk, and doing related work as assigned.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Coordinate all day-to-day municipal court activities with defendants, Judges, City Prosecutor, Police Department, attorneys, court staff, and other levels of the criminal justice system, to include court dockets, jury charges and all court cases. Assist the Municipal Court Judge and Prosecutor with all court activities by performing all administrative duties and clerical functions requiring considerable discretion and specialized knowledge of the court, court operations, policies, and procedures, as well as the business office. Serves as liaison between City Prosecutor and Defense attorneys;

On a day-to-day basis, provide ministerial support for all court activities to include, entering data for citation records by computer entry, and assisting customers in person and on the telephone. Receive, process and post payments to municipal court cases, and to other accounts via computer terminal. Summons residents for jury service as needed.

Prepare and maintains appropriate court-related calendars. Assist with processing court cases during all court proceedings. Calls the docket on court day and signs court complaints. Processes all tickets, jury trials, appeal cases, and other special court activities. Processes all data entries, postings and transmittals of Failure to Appear Program files to Department of Public Safety vendors. Process all Failure-to-Appear, General Warrants, Capias Warrants and a prepare a periodic accounting of bonds processed;

Process appeals, stamp and sign complaints. Coordinate posting of accounts overdue, and receipts of accounts paid from municipal court collection agencies. Post program files to DPS, process warrants, and preparing periodic accounting of bonds. Assist all customers, by telephone, in person, and other means, with questions requiring knowledge of business office practices and policies, municipal court legal requirements and court policies;

Follow the departmental operations in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Administrator. Shall be able to read, write and converse in the English language. Must be able to read the computer screen and other written data on computer. Coordinate the preparation of files for court use. Process timely notices to defendants of arraignments, trials, and hearings. Prepare monthly and quarterly reports for local and state agencies;

Creates and updates detailed case files, accurate court records, including status changes, adding clerk comments and address changes. Ensures records for warrants are maintained and warrants are removed when the case is resolved. Prepares records for storage in archives in accordance with the City's records retention schedule; Purge documents in storage according to the City and State Library retention schedule.

Prepares and processes correspondence relevant to complaints, citations, and judgements, including defensive driving reports requests, payment extensions, late notices, and court resets. Calculates court costs/fees and fines. Processes payments, including cases sent to collections, cash/surety bonds, and jail time credit. Informs defendants of their rights during Municipal Court procedures. Facilitates court sessions, including preparation of the docket and appropriate after court case updating and documentation preparation.

Arrange, index, and file cases, letters and documents in correct alphabetical, numerical or established filing order. Compile statistics and maintain statistical records for Municipal Court. Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly and with correct grammar and spelling. Performs clerical duties by preparing and processing correspondence for mailing, maintaining case, letter, and document files. Prepares correspondence using word processor program and process correspondence for mailing;

Must be able to prioritize heavy workloads effectively. Shall have a working knowledge of City codes and Departments. Assists in performing daily cash report and close out reports, compiling and maintaining statistical records. Assigned as the first in the office to answer incoming calls;

Demonstrate pleasant, courteous, and efficient interactions with the general public, City employees and Department Staff. Shall use tact, diplomacy and discretion as required. Must demonstrate excellent customer service skills to include discretion, courtesy, and patience;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace. Shall be able to sit for extended periods of time writing reports and reading correspondences on the computers. Must possess a working knowledge of general office equipment, procedures, and operations. Must be able to work closely with others as part of a team. Shall not pose a threat to the health and safety of self or others;

Make effective decisions and work well under pressure without constant supervision. Responsible for the efficient and safe operation, care, and appearance of assigned area and equipment;

Attend job-related training to maintain municipal court proficiency as assigned. Must be able to read, comprehend and interpret for others city codes and ordinances. Shall demonstrate the ability to read, write and understand written instructions, reports, documents;

Must have the ability to attend work regularly and predictably. May be asked to work a flexible schedule, to include evenings hours, weekends, and holidays.

Follow the departmental operations in concert with all applicable laws, ordinances and policies/procedures from the City Council, City Administrator.

Perform as secondary back up to the Utility Billing Clerk as needed.

Perform any and all other jobs as assigned by the City Administrator.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access. Must be willing to learn how to operate the City’s Court Management software.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoor. Occasional trips outside to various public facilities.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards				N
Chemical Hazards				N
Electrical Hazards				N
Fire Hazards				N
Explosives				N
Communicable Diseases				N
Physical Danger or Abuse				N
Inclement Weather				R

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				N
Extreme Temperatures				N
Noise and Vibration				N
Wetness/Humidity				M
Physical Hazards				M

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 10 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

<b>-Physical strength for this position is indicated below with “X”-</b>				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. <b>X</b>	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Communicating with co-workers and customers
Sitting	C	At desk
Walking	O	Around office environment
Lifting	O	Office supplies
Carrying	O	Office supplies
Pushing/Pulling	F	Office supplies, office chair and file cabinet drawers
Reaching	O	For supplies and filing
Fine Dexterity	F	While working on computer
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	N	N/A
Bending	O	Retrieving items from lower shelves/ground
Twisting	F	Getting inside vehicle, and getting office supplies
Climbing	N	N/A
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps and documents
Hearing	C	Listening coworkers, citizens and business owners
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years.
Supervision	This position does not supervise any employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained

