

**CITY OF FULSHEAR**  
**DEPUTY COURT CLERK**

**CLASS SUMMARY**

**FLSA Status: N**

Performs responsible support work in the City of Fulshear Municipal Court. An employee in a position in this class is responsible for processing and maintaining official Municipal Court records and reports, performing Municipal Court support work and related work as required. Work is performed under general supervision of the Court Administrator with considerable contact with the public.

***ESSENTIAL DUTIES AND RESPONSIBILITIES*** (Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)

Provides support for the City of Fulshear Municipal Court, and in the absence of the Court Administrator is in charge of the function of the Municipal Court.

Obtains necessary documents from the Police Department to assemble and enter citations into the computer terminal.

Prepares reports, send notices, makes phone calls and other efforts to achieve compliance on cases non-compliant with court orders.

Assists with organizing and preparing the court dockets for each court calendar setting.

Collects fees, fines, and bond payments from the public and issues receipts.

Locates and retrieves citations listed on the docket that are required for court activities.

Receives and records incoming telephone calls and office visitors.

Assists in the preparation of Court dockets and assembles documents necessary for each case.

Deputy Clerk assists with distributing the calendars for City departments, witnesses and all parties involved.

Reconciles daily cash to receipts.

Takes complaints from the public; Provides information to the public and responds to requests for information and assistance.

Composes and types a variety of Court documents and correspondence.

Coordinates with the Police Department on actions such as clearing warrants, notifying officers of court dates, obtaining offense and accident reports, etc.

Generates and maintains warrants, warrant databases and warrant records.

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Reviews all warrants issued to ensure accuracy for Judge's review and signature.

Accesses collections database and OMNIbase to update current addresses and phone numbers on the local warrant list; Receives and processes calls regarding warrant round-up notices; Monitors activity with Omnibase and provides updates in the system.

Utilizes Incode and other systems to research, compile, prepare, file, and maintains municipal court documents and records.

Assists other departments if staff is unavailable (City Secretary's Office, Administration, etc.); Performs other administrative or support duties as assigned.

Maybe required to work overtime.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *(The physical demands and environmental conditions 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.)*

Work is primarily performed in an office environment. Work involves sitting for long periods of time, standing, bending, walking, lifting and carrying objects weighing up to 30 pounds, using hands and fingers to operate computers and other office equipment. Work involves exposure to normal everyday risks typical of offices.

### **MINIMUM QUALIFICATIONS**

Work requires possession of a High School Diploma (or GED) and at least one year of experience with customer service, clerical accounting, or related functions and operations; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Knowledge of customer service and general clerical accounting principles and practices.

Knowledge of modern office practices and procedures.

Knowledge of business English and spelling.

Some knowledge of processes and procedures involved in the operation of a Municipal Court.

Skill in the use of computer and data-entry equipment.

Skill in establishing and maintaining effective working relationships with superiors, employees, contractors, financial institutions and the general public.

Ability to utilize Microsoft Office, InCode, and other specialty software programs.

Ability to make accurate mathematical calculations.

Ability to communicate effectively with work-related contacts, both orally and in writing; Ability to handle sometimes irate persons or callers in a calm professional manner.

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Ability to answer inquiries from the public in a respectful, tactful, courteous, effective, and professional manner.

Ability to communicate effectively, both orally and in writing.

Ability to collect and accurately account for cash.

Ability to assemble applicable documentation and records for court records and cases.

#### **LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS**

Valid State of Texas Driver's License;

Must obtain Level I certificate within two years of employment;

Required to attend 32-hour basic court clerk's seminar and attend at least 12-hours of court training annually.

Bi-lingual English/Spanish communication skills preferred.

**Revised:** March 16, 2017