CITY OF FULSHEAR

PO Box 279 / 30603 FM 1093
Fulshear, Texas 77441
Phone: 281-346-1796
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July 8, 2013

Employment Opportunity

Position Title:
Deputy Court Clerk/Administrative Assistant

Position Status:
Non-Exempt

General Description:
This position is responsible for providing administrative support to the Municipal Court and the Administrative officers at City Hall.

Qualifications:
High School Diploma or GED required
Associate's degree in a related field from an accredited college or university or combination of equivalent year's education and experience
Minimum TMCEC Level 1 Certification preferred or ability to obtain within one year of employment.
Must be bondable
Ability to become a Notary
Two years progressively responsible office and computer experience in Microsoft Office
Bilingual in Spanish required

Essential Duties:

- Maintains records and reports for all Court Activities.
- Collect cash receipt for fines and bonds payable.
- Prepare daily cash receipt and bank deposit reports
- Create and prepare warrants.
- Data entry including but not limited to citations, reports, accounts payables invoices
- Serve as accounts receivable clerk and collect payments for all departments of the City.
- Assist in the preparation and delivery of Non-compliance letters, collection letters, Jury summons and other City correspondence with customers.
- Assist with the reception and serve as an initial point of contact for customers.
- Assist in the coordination of Court activities including Jury Trials, Show Cause Hearings with the Court Administrator, Judge, Prosecutor, Police, and other stake holders.
- Prepares and presents progress and status reports as requested.
- Prepares monthly Omni Base/ DPS reports as well as reports for the City's collection agency.
- Assists in the preparation of the monthly Office of Court Administration reports for the State.
- Maintain professionalism with the public, co-workers, and supervisors, communicating effectively and maintaining composure, and behaves in a manner conducive to a high morale standard.
- Participate in training and other Professional Development to ensure the City receives the highest level of services possible.
- Other duties as assigned or required to perform the function of the position.

Qualified administrative candidates will be trained in court technology.
Compensation is commensurate of experience.

Qualified applicants may apply to:

City of Fulshear
Attn: Kristi Brashear
kbrashear@fulsheartexas.gov