CITY OF LA PORTE
DEPUTY COURT CLERK – PART TIME
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY RANGE: 012**

DEFINITION

To assist with the daily operations of the municipal court requiring a specialized knowledge of court operations and municipal court law while possessing strong organizational and basic accounting skills.

DISTINGUISHING CHARACTERISTICS

This is the journey level of the general clerical series. This class may be distinguished from the Clerk I level by the difficulty and complexity of work performed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Court Administrator and Senor Deputy Court Clerk.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Processing citations

Collecting fines and fees

Scheduling hearings, court dates and trials

Maintaining warrants database

Preparing court dockets, jury charges, and summons.

Assisting with the preparation of complaints, appeals, cases transfers and judgments

Corresponding with defendants and attorneys

Serving as courtroom clerk.

Data entry and reporting convictions to DPS.

Responding to complaints and requests for information on procedures relating to responsibilities assigned.

Working with other departments to insure the timely processing of paperwork.

Providing a professional level of customer service at all times.

Perform general clerical work including filing, payroll and purchasing information.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; writing; walking; typing; stooping; standing; squatting; sorting; sitting; seeing; filing; data entry; cleaning; reading; decision making; lifting and carrying up to 20 pounds; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of calculator, personal computer and typewriter; operation of a variety of office tools and equipment.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, and punctuation.
Modern office methods, procedures, and equipment and business letter writing.
Record keeping principles and procedures.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Communicate clearly and concisely, both orally and in writing.
Learn department policies, procedures, organization and operating details.
Work cooperatively with other departments, City officials, and outside agencies.
Type at a speed necessary for adequate job performance.
Operate a personal computer.

TRAINING AND EXPERIENCE

High School Diploma or GED. Level 1 Court Clerk Certification preferred, and one year experience as a court clerk or in a related field.

LICENSES AND CERTIFICATES

Possession of a valid Texas Driver's License.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

**Duties, responsibilities and actions may change at any time with or without notice.*

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____ _____
Employee Name Date