

CITY OF DEER PARK, TEXAS -- Job Description

JULY 2024

Identification:

Position Title:	DEPUTY COURT CLERK II
Department:	FINANCE
Division:	MUNICIPAL COURT
Grade:	F05
Immediate Supervisor:	COURT ADMINISTRATOR

Job Summary:

The Deputy Court Clerk II, under general supervision of the Court Administrator, performs intermediate level administrative, clerical, and various technical, analytical, and court support services. In addition, duties involving analysis, implementation, and processes in accordance with local, state, federal and all applicable laws and policies established by the Judge.

Essential Functions of the Job:

- Knowledgeable and able to maintain the highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries and provide information regarding court policies and procedures to citizens, attorneys, prosecutors, judges and law enforcement officials by phone, email, mail, chat and in person.
- Assist customers with various questions regarding fines, payment plans, request to file charges, indigent paperwork, court settings, warrant and bond amounts by phone, mail, email and in person.
- Collect, reconcile, and record payment of fines, fees, bonds, and website payments from persons charged with offenses in municipal court.
- Prepare legal documents for Judge's signature.
- Scan various documents in the Tyler Content Manager.
- Upload electronic citations and file all manual citations.
- Process traffic citations, parking citations, penal code and city ordinance violations. Prepare complaints which are sworn to and filed, and daily dockets of cases filed. Files all citations, correspondence and other records alphabetically or numerically.
- Schedules cases for arraignments, bench trials and jury trials according to court policy, prepares dockets and maintains accurate records of court proceedings.

CITY OF DEER PARK, TEXAS -- Job Description

- Prepare and process all court dockets.
- Prepare and process all juvenile citation correspondence.
- Receive and process all jail paperwork such as magistrate orders, surety bonds, cash bonds, personal recognizance bonds, and jail orders.
- Assist Judge, Prosecutor, Court Administrator, and court staff as directed.
- Assist defendants and the general public explaining rights and options for disposition of charges, and assists them in obtaining, upon request, copies of complaints and copies of statutes they are charged with violating.
- Reconciles cash drawer on a daily basis.
- Attends training seminars established by the Texas Municipal Courts Education Center and Texas Court Clerks Association.
- Performs all other clerical and customer service-related responsibilities as assigned.

Minimum Qualifications, Education & Skills/Abilities:

- High School Diploma or GED required
- Clerical, cash handling, and customer service experience required
- Bilingual, preferred
- Minimum two (2) years knowledge of court policies and procedures required
- Knowledge of State laws and regulations
- Knowledge of City ordinances
- Skill in establishing priorities and organizing work
- Skill in operating computers and other standard office equipment
- Skill in Microsoft Office software, primarily Word and Excel
- Knowledge of Tyler Municipal Justice software
- Ability to maintain accurate court records and confidentiality of materials processed.
- Good knowledge of grammar, spelling, and punctuation.

Physical Demands:

Physical Demands	Description
Sitting:	Primary work position: to work at the desk and assist in Court while processing forms and working on computer.
Handling/ Fine Dexterity:	Continuously while reading and entering citations and other documents; operate calculator, phones and computer; to accept payment and provide change.
Vision:	To read and write documents, data entry into computer, to accept payments, to deliver and pick up citations at Police Department.
Hearing/ Talking:	To communicate with the public and co-workers on the phone and in person.

CITY OF DEER PARK, TEXAS -- Job Description

Foot Controls:	To walk and stand.
Walking:	Frequently to counter, desk, copy machine and files. Walks to Police Department to pick up citations and other reports throughout the day.
Standing:	Frequently to file, wait on customers and running reports.
Lifting/Carrying:	Required to lift and carry storage boxes and filing boxes.
Pushing:	Push office supplies and files to Court.
Kneeling/Bending:	To obtain files from filing cabinets.

Non-Physical Demands:

Frequency Codes: F - Frequently O - Occasionally R - Rarely

Time Pressure	<u>F</u>	Emergency Situations	<u>O</u>
Noisy/Distracting Environment	<u>O</u>	Tedious Exacting Work	<u>F</u>
Performing Multiple Tasks Simultaneously	<u>F</u>	Irregular Schedule/Overtime	<u>O</u>
Danger/Physical Abuse	<u>O</u>	Frequent Change of Task	<u>F</u>
Other: (Describe below)	<u> </u>	Working Closely with Others As Part of a Team	<u>F</u>

Signature/Approval:

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the job of DEPUTY COURT CLERK II and agree to perform the identified essential functions and expectations in a safe manner and in accordance with the City of Deer Park's established Personnel Policies and Procedures.

Employee

Date