

CITY OF DEER PARK, TEXAS -- Job Description

JULY 2024

Identification:

Position Title:	DEPUTY COURT CLERK III
Department:	FINANCE
Division:	MUNICIPAL COURT
Grade:	F07
Immediate Supervisor:	COURT ADMINISTRATOR

Job Summary:

The Deputy Court Clerk III, under general supervision of the Court Administrator, performs advanced 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:

- Perform an advanced scope of varied duties involved in processing Class C misdemeanors and City ordinance offenses.
- Review legal documents for completeness, adequacy, accuracy and compliance with policy and procedure.
- Assist deputy court clerks with advanced knowledge of procedure that does not require a supervisor's attention.
- Scan various documents in the Tyler Content Manager.
- Schedules cases for arraignments, bench trials and jury trials according to court policy, prepares dockets and maintains accurate records of court proceedings.
- Prepare and process all court dockets.
- Assist Judge, Prosecutor, Court Administrator, and court staff as directed.
- Assist with front desk providing information regarding court policies and procedures to citizens, attorneys, prosecutors, judges, and law enforcement officers by phone, in writing and in person when needed.
- Balance all monies processed by deputy court clerks to be submitted for deposit.
- Manage the automated system with messages to assure defendants receive updated information.
- Updates warrants and dockets weekly on the website.

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- Process appeal of verdict and forward case to Harris County District Clerk's office.
- 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 five (5) 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 performing mathematical calculations
- 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.
- Ability to read and comprehend affidavits, citations, court dockets, correspondence, criminal and traffic records, case files, simple instruction and memos
- Level I Court Clerk certification through the Texas Municipal Court Clerks Association, preferred

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.
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.

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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 III 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