

CITY OF DEER PARK, TEXAS -- Job Description

APRIL, 2008

Identification:

Position Title:	DEPUTY COURT CLERK I
Department:	FINANCE
Division:	MUNICIPAL COURT
Grade:	F03
Immediate Supervisor:	COURT ADMINISTRATOR

Job Summary:

The Deputy Court Clerk I, under general supervision of the Court Administrator, performs entry 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:

- Processes traffic citations, parking citations, penal code and city ordinance violations. Prepares complaints which are sworn to and filed, and daily dockets of cases filed.
- Assists 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.
- Accepts payment of fines, cash bonds, and appearance of bonds from persons charged with offenses in municipal court. Maintains records showing fines, fees, and bonds collected in each case.
- Manages payment schedules for defendants who have been granted time payments by the Judge.
- 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

- Prepares summons, arrest warrants and capias pro fine warrants at the direction of the Judge.
- Clerks for Presiding Judge during arraignment and trial proceedings.
- Compiles reports and controls records of completed matters and matters in progress.
- Reconciles cash drawer on a daily basis.
- Prepares and mails courtesy notices when defendants fail to appear.
- Establishes contact in person or by telephone with attorneys, defendants, witnesses, police officers, jurors and other city departments as required.
- Notifies defendants and jurors of court appearances required and penalties for failure to appear unless appearance has been waived by the court.
- Upon appeal of a case, forwards all case documents, including appeal bond and transcript of court proceedings to the county court.
- Files all citations, correspondence and other records alphabetically or numerically.
- Performs non-judicial duties as may be delegated by the Judge and Court Clerk. Participates in general clerical activities of the organization.
- Attends training seminars established by the Texas Municipal Courts Education Center and Texas Court Clerks Association.
- Performs all other duties as assigned.

Required Licensing and Certification:

Successful completion of the Texas Municipal Court Education Center training program within one year. Must obtain Texas Court Clerk Association Certification Level I within three years. Must be bondable and able to become a notary. Must be able to attend 12 hours of TMCEC sponsored school per year.

Minimum Education and Experience Requirements:

CITY OF DEER PARK, TEXAS -- Job Description

High school diploma or equivalent required. Two years of progressively responsible office and computer experience required. Legal and Municipal Court experience preferred.

Skills, Knowledge and Abilities:

Skills in the operation of computer, calculator, typewriter, and basic knowledge of mathematical functions. Knowledge of the Penal Code, Code of Criminal Procedure, Texas Transportation Code, Alcohol Beverage Code, Texas Education Code, and Health and Safety Code. Ability to interpret State Laws and City Ordinances to legalize final complaint. Ability to work courteously and professionally with co-workers and the public. Ability to maintain accurate court records and confidentiality of materials processed. Good knowledge of grammar, spelling, and punctuation. Bilingual skills preferred but not required.

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.
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.

CITY OF DEER PARK, TEXAS -- Job Description

Non-Physical Demands:

Frequency Codes: **F - Frequently**

O - Occasionally

R - Rarely

Time Pressure F

Noisy/Distracting Environment O

Performing Multiple Tasks Simultaneously F

Danger/Physical Abuse O

Other: (Describe below)

Emergency Situations O

Tedious Exacting Work F

Irregular Schedule/Overtime O

Frequent Change of Task F

Working Closely with Others As Part of a Team F

Signature/Approval:

Employee

Date