

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Court Clerk

Department: Municipal Court

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

The Deputy Court Clerk handles daily operations of the Municipal Court, explains options to defendants, and prepares cases for Court proceedings for the City of Lockhart. It also processes citations, creates and maintains files, updates database information, produces documents for the Judge, and provides requested information.

ESSENTIAL JOB FUNCTIONS

- Prepares complaints and administers oath to persons filing complaints before the Court.
- Waits on customers at front window; answers the phone; takes requests for copies of reports; make copies; and takes payments at window, over the phone, and via drive through.
- Processes traffic, parking, and other Class C citations; corrects errors in the computer; creates case files; and generates notice of appearance if necessary.
- Prepares summonses and warrants at the direction of the Judge.
- Maintains accurate records for the Court including docket information and files of Court proceedings.
- Schedules cases for hearings according to Court policy and direction; prepares daily dockets.
- Obtains reports from Police as needed for Court proceedings.
- Provides prepared paperwork to the Judge in the courtroom.
- Performs a variety of miscellaneous office duties related to records; files paperwork in case files daily; and otherwise maintains files.
- Prepares cases for Court proceedings.
- Prints and prepares judgments for Judge's signature.
- Updates case information in the computer each day including information about defendants

- Schedules cases and prepares docket; discusses options with defendants by phone and at counter; notifies defendants of Court appearance; prepares list of cases for Judge; and enters all complaints into computer.
- Administers Failure to Appear complaints; determines type of offense; assigns case number; prepares warrant for issuance by Judge; and enters case data into computer.
- Searches files for closed cases or prior violations documentation; transmits as appropriate.
- Processes utility bill payments.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent, two (2) years of related clerical work experience, or an equivalent combination of education and experience; background in court, criminal justice, or legal field along with bilingual skills preferred.

Licenses or Certifications:

- Complete and maintain Level 1 Clerk Certification within 18 months of hire date.

Special Requirements:

- Ability to maintain regular, reliable in-person attendance.
- Bilingual (speak and write English/Spanish) skills preferred.
- Pass typing test and type 40 words per minute (wpm) accurately.
- Pass a criminal history background check.
- Comply with the City's drug free workplace policy including any testing requirements that might be applicable.

Knowledge, Skills and Abilities:

- Knowledge of business office practice procedures and equipment.
- Knowledge of various Court documents and procedures.
- Skill in using department software.
- Skill in communicating, both verbally and in writing.
- Skill in performing basic math computations including addition, subtraction, multiplication, and division; calculate fines and fees; and counting change.
- Skill in organizing and prioritizing.
- Ability to clearly speak and write Spanish and English.
- Ability to report to work on time and remain on duty for the duration of the workday/shift.
- Ability to accept constructive criticism.
- Ability to follow established policies and procedures.
- Ability to work cooperatively with fellow employees and supervisor.
- Ability to quickly follow verbal and written instructions.
- Ability to handle large sums of money.

- Ability to gather, sort, and analyze data.
- Ability to maintain courteous demeanor under challenging circumstances.
- Ability to gather, review, sort, and analyze data.

PHYSICAL DEMANDS

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

C	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
R	• Crawling: Moving about on hands, knees, or hands and feet.
R	• Crouching: Bending the body downward and forward by bending leg and spine.
F	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
R	• Hearing 2: Receiving detailed information; making discrimination in sound.
O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
F	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
F	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	• Reaching: Extending hand(s) and arm(s) in any direction.
C	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
C	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
F	• Standing: Being erect particularly for sustained periods of time.
F	• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.

F	• Talking 2: Shouting to be heard above ambient noise
C	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
R	• Visual Acuity 2: Verifying color, depth perception, or field of vision.
O	• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
R	• Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
F	• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed in a relatively safe and secure work environment and inside a climate-controlled building.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date