

GENERAL SUMMARY

Under the general supervision of the City Manager and the Presiding Judge, employee will perform a wide variety of specialized clerical duties in support of the municipal court including the initiation, processing, and maintenance of legal documents, correspondence and statistics; and providing information and assistance to the public. This position also includes processing permit applications, accepting utility payments, and general receptionist duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: COURT CLERK/PERMIT CLERK

- Answer phones and greet the public.
- Assist the public in person and by phone including retrieving information and files, and providing general information regarding scheduling of court dates, defensive driving, warrants, and courtroom procedures and policies.
- Compile, type, record and file a wide variety of court records, reports and materials including citations, summons, warrants, letters, reports, and complaints.
- Easily operate computer equipment and software programs used in the court environment.
- Prepare certain documents for judges, prosecutors, and defendants.
- Sort, file, copy and distribute court documents, reports to appropriate personnel. Proof documents for accuracy.
- Process court payments on citations; prepare receipts on payment.
- Maintain a record filing system.
- Work with persons involved in a municipal court setting to include judges, prosecutors, defense attorneys, defendants, witnesses, and police officers.
- Accept and process permit applications.
- Accept utility payments to be processed by utility clerk.
- Regular, reliable and punctual attendance is an essential function of the job.
- Perform other duties as assigned or required.

MINIMUM JOB REQUIREMENTS, EDUCATION & EXPERIENCE

- No criminal convictions above the level of a class B misdemeanor within the last five (5) years.
- A valid Texas driver's license is required
- Three (3) to five (5) years of work-related experience Municipal Court operations or related field preferred
- Graduation from an accredited high school or equivalent plus four (4) years of related experience; Or
- Bilingual in English and Spanish preferred

LICENSES AND CERTIFICATES

- Must meet any legal requirements to be a Notary Public for the State of Texas, become a Notary Public for the State of Texas within six months of employment if required by supervisor, and maintain status as a Notary Public for the State of Texas if required by supervisor.

- Must complete Texas Municipal Court Training thru TMCEC within 1 year of employment if no court experience.
- Must be able to obtain a Texas Municipal Court Level 1 Certification, or obtain within two years of employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of clerical procedures of processing, recording and preparing legal documents, records, and reports related to court operations.
- Skill in communicating effectively with diverse groups of individuals utilizing tact and diplomacy. Discern and observe needs of public. Handle difficult situations.
- Skill in use of computers and Microsoft office applications; learn and proficiently utilize new computer applications, experience with Incode software preferred.
- Ability to exercise proper judgment when dealing with situations that require immediate action.
- Ability to perform job functions independently and without direct supervision.
- Ability to provide excellent public relations and customer service.
- Ability to establish and maintain an effective working relationship with all levels of management, City officials, other employees and the general public.
- Ability to apply appropriate laws, policy or procedures dependent on circumstances.
- Ability to effectively respond to a stressful or high-pressure environment; meet deadlines and perform multiple tasks under pressure; work with frequent interruptions and changes in priorities.
- Ability to relate and communicate well with teenage defendants.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and lifting objects up to 30 lbs.

SALARY

Salary will be based on experience.

Please email your resume to mhendrix@lorenatx.gov or mail to:

City of Lorena
Attn: Monica Hendrix
107-A S. Frontage Road
Lorena, TX 76655