



JOB POSTING # 21-006

DEPUTY CLERK

MUNICIPAL COURT – FINANCE DEPARTMENT

HOURLY RATE: \$ 12.84 - \$ 13.63

Position Closes: October 15, 2020 @ 5 p.m.

Under general supervision of the Municipal Court Supervisor, this position performs administrative and clerical duties for Municipal Court. Greets and assists citizens with municipal court processes and proceedings. Maintains court records from filing to final judgment. Maintain confidential information and excellent customer service.

Essential Job Functions

1. Assists and interacts with public by explaining court processes, options and procedures.
2. Processes citations and complaints, coordinates trials and appearances and is responsible for entering case activity, including payments, pleas, convictions, case status, payment agreements, requests for driving safety course, deferrals, warrants, resets, dismissals and other orders as set by the Judge.
3. Performs account collection duties.
4. Listens, summarized and records judicial actions or directives, including rulings, findings, pleas and sentencing. Ensures forms, motions and briefs are properly prepared and filed.
5. Acts as procedural and operational liaison on pertinent courtroom activities among the Judge, attorneys, other agencies and the public.
6. Accounts for case files and ensures required documents are available and correctly assembled for orderly courtroom operations. Determines which agencies need to be notified of judicial action and prepares required information.
7. Performs other duties as assigned.

Training, Experience and/or Other Requirements

Two (2) years' experience in office procedures - legal setting preferred. Attain Level 1 Court Clerk Certification within 1 year of hire for continue employment eligibility. *Acceptable Equivalency:* Any combination of experience, training, and/or education to conduct the essential functions of the position.

Must be precise, thorough, exacting, and meticulous regarding records and responsibilities. Candidate must have high integrity; maintain confidentiality, and the ability to work under stress when confronted with critical or unusual situation. Ability to understand and apply modern office methods and procedures. Ability to read, write and communicate effectively in person or by telephone in the English language. Ability to establish and maintain an effective working relationship and to communicate with department personnel, other city employees and the public. Preference: Bilingual English/Spanish.

Employee Behavior and Conduct:

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

Position requires the following: 1) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant will be required to pass a pre-employment physical, drug screen and background investigation.

Applications are available at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, TX 78363 or download at www.cityofkingsville.com Additional information available by calling 361-595-8017 or email hadmin@cityofkingsville.com EOE