

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Municipal Court Clerk II		
<b>Job Code:</b>	CL5110	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	506	<b>Date Reviewed:</b>	06/11/2015
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	03/09/2024

### GENERAL SUMMARY

Performs administrative duties for City Municipal Courts. Coordinates the preparation of case files for scheduling court cases for various courtroom and administrative dockets, trials, and hearings.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Prepares case documents and notices and schedules cases for trials and hearings for administrative and courtroom trials, hearings, and appeals.
2. Performs administrative duties for the court, which includes processing paper work; scanning and printing documents; data entry, retrieving accident and incident reports; and, updating and maintaining various schedules and listings.
3. Answers external inquiries from attorneys and witnesses, and internal inquiries from Police, Fire, Code Compliance, Judicial, and Legal.
4. Processes representation letters, motions, and summons requests received from attorneys; prepares reports and sends reports for dockets to attorneys; and provides courtroom assistance on an as needed basis and assists judge requests.
5. Enters traffic, parking and general citation information into computer system.
6. Dispatches information to Marshal's and appropriate personnel assigned in the field and various City buildings. Utilizes radio equipment and monitors City alarms as needed.
7. Generates notices, forms and complaints related to court settings and bonds; and notarizes complaints and prints documents as needed.
8. Prepares and enters probable cause warrants, emergency protective orders (EPO) and Magistrate Warnings into the computer system.
9. Processes delinquent citations for warrants; confirms warrants and processes bonds; processes deferred adjudication, NiSi, statute of limitations (SOL), credits time served (CTS) "no insurance", parking, etc. cases; enters non-cash dispositions; and assists with special dockets.
10. Processes administrative paperwork and filing of bond paperwork and schedules bond; receives, sorts and processes all incoming mail and distributes to appropriate staff; logs

all certified mail received into log book; and notarizes documents as required for filing complaints.

11. Generates, updates and inputs data in the court database; and audits data entered into computer data base as needed.
12. Assists in training new employees regarding proper customer service methods, procedures and techniques as needed.
13. Processes payments for criminal and civil cases.
14. Performs other duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Municipal Court policies and procedures.
  - Basic math and cash handling procedures.
  - Court docket procedures.
  - Federal, state and local law.
  - Warrant and Bond procedures.
  - Complex administrative duties.
  - Data input and retrieval.
  - Current City computer program software.
- **Skill in:**
  - Customer Service.
  - Court Interpreting.
  - Organization and detail.
  - Multitasking.
  - Time management.
  - Problem resolution.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Maintain confidentiality.
  - Set up time payment plans.
  - Research payments and cases.
  - Respond to semi-complex requests and inquiries from the general public.
  - Understand and follow oral and written instructions.
  - Establish and maintain effective working relationships.
  - Make sound decisions and demonstrating intellectual capabilities.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and two (2) years of responsible customer service experience within the area of assignment.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of or the ability to maintain a valid Court Clerk Certification Level 1 within one year of hire.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.