

City of Fort Worth, Texas Job Description

Classification Title	Senior Municipal Court Clerk		
Job Code:	CL5250	Job Family:	Clerical
Pay Grade	507	Date Reviewed:	07/18/2015
FLSA Status	Nonexempt	Date Revised:	09/14/2020

GENERAL SUMMARY

Performs direct administrative support and direct public service for the processing of dockets in the courtrooms to judges, prosecutors, defendants, attorneys, and witnesses. Leads, oversees and participates in the more complex and difficult work of employees.

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. Leads, plans, reviews and participates in the work of employees responsible for providing a wide variety of administrative duties for City Municipal Courts. Trains employees in their areas of work including proper customer service methods, procedures and techniques.
2. Reviews and prepares all dockets and all related documents and notices for scheduled docket trials and hearings.
3. Provides direct public service to all persons in the courtroom in the administration of dockets including but not limited to: checking in defendants, attorneys, and witnesses, accepting filings of motions and requests from defendants and attorneys, preparing copies of orders and documents as directed by the judge, coordinating activities with the jury coordinator, processing returned mail, clearing warrants from region, maintaining filed exhibits and evidence, and providing copies of documents as instructed by the judge and/or prosecutor.
4. Accepts filings of search and arrest warrants, summons, time payment plan forms, and other court related documents.
5. Processes payments for criminal and civil cases.
6. Provides direct public service to include processing requests at the window for Driver Safety Course (DSC), deferred, and dismissal; citizens their options related to current and delinquent cases; accepts filings and request of motions and documents related to court cases and court records requests.
7. Processes administrative paperwork related to payments, requests and responses for DSC, deferred, proof dismissal, and time payment plans, and refunds; and processes and maintains work q's related to deferred, DSC, refunds and time payment plans.
8. Reviews mail to determine routing and application of funds; corresponds with judges and prosecutors for processing of requests and payments outside of standard

processes; and sends notices and correspondence to internal and external customers related to the processing of payments and requests on cases.

9. Responds to email correspondence with internal and external customers related to trial and hearing activity as well as phone contact.
10. Generates, updates, and inputs data in the court database; and audits data entered into computer data base as needed.
11. Acts as a lead in directing the work and activities of Municipal Court Clerk personnel and performs duties required of Municipal Court Clerks as needed.
12. Performs other related duties as required.
13. 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:**
 - Basic math and cash handling procedures.
 - Tiberon and Report Beam systems.
 - Municipal Court policies and procedures.
 - In-house collections program.
 - Federal, state and local law.
 - Basic administrative duties.
 - Data input and retrieval.
- **Skill in:**
 - Oral and written communication.
 - Customer Service.
 - Cash handling and auditing.
 - Organization and detail.
 - Multitasking.
 - Time management.
 - Problem resolution.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Sit for long periods of time.
 - Accurately handle and balance monies.
 - Use Courtview court case-management system to find defendants.
 - Accurately enter data.
 - Read difficult handwriting.
 - Set up time payment plans.
 - Research payments and cases.
 - Maintain confidentiality.
 - Respond to requests and inquiries from the 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 three years of directly related clerical experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Possession of or the ability to maintain a valid Court Clerk Certification Level 2 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, stooping, kneeling, crouching, reaching, 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.