

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Municipal Court Clerk I		
<b>Job Code:</b>	CL5310	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	505	<b>Date Reviewed:</b>	09/14/2020
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/07/2023

### GENERAL SUMMARY

Performs a variety of administrative duties for City Municipal Courts. Assists in 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. Assists with the preparation of case documents and notices and schedules cases for trials and hearings for administrative and courtroom trials, hearings, and appeals.
2. Assists with administrative duties for the court, as assigned, 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 and internal inquiries from Police, Fire, Code Compliance, Judicial, and Legal; explains applicable policies and procedures; assists with handling cases in the computer database and performing data entry.
4. Processes payments for criminal and civil cases.
5. Assists with entering traffic, parking and general citation information into computer system. Creates and prints jackets for citations as needed.
6. Assists in processing and maintaining physical court records; posting, bursting and distributing a variety of court dockets for various special dockets.
7. Retrieves appropriate citations to include in the dockets; and accident or offense reports and various warrants and arraignment material.
8. Processes administrative paperwork and notarizes documents as required for filing complaints.
9. Receives and sorts all incoming mail and distributes to appropriate staff. Logs all certified mail received into log book.
10. Audits data entered into computer database as needed.
11. Performs other duties as required.

12. 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.
  - Court docket procedures.
  - Federal, state and local law.
  - Warrant and Bond procedures.
  - Basic 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.
  - Respond to basic 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. No previous experience required.

### **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.