

CITY OF THE COLONY Status: Non-Exempt Supervised By: Municipal Court Administrator	SENIOR DEPUTY CLERK	MUNICIPAL COURT Revised: November 2014
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JOB SUMMARY

Under the supervision of the Municipal Court Administrator, the Senior Deputy Clerk coordinates and maintains court files and the trial docket, and provides quality customer service. At all times will keep the Court Administrator informed of all matters that affect operations of the Municipal Court. In the absence of the Court Administrator, will supervise the overall operations of the Municipal Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates all aspects of court trials, which includes pre-trials, bench trials, jury trials, and property hearings.
2. Provides heavy customer service activity at the court counter and by phone.
3. Maintains and balances cash drawer on a daily basis.
4. Coordinates the training of new clerks hired on processing citations. Assists with data entry of citations when needed.
5. Processes appeals to the County Court of Appeals.
6. Communicates effectively and courteously with customers in person, in writing, by telephone, and via email.
7. Serves as the departmental records liaison representative.
8. Sits at a computer, stands, and converses for extended periods of time.
9. Files and can lift boxes weighing up to 30 pounds.
10. Processes attorney correspondence by mail and fax.
11. May be required to perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Texas State/Traffic Laws and the Municipal Court process and procedures. Required to coordinate trial dockets and maintain cases/files in the Municipal Court. Able to serve as acting court administrator in the absence of the Court Administrator. Requires 45-50 wpm typing skills. Requires the ability to handle heavy customer service daily. Basic computer skills and working knowledge of Microsoft Office products.

EDUCATION, EXPERIENCE AND CERTIFICATION

High School Diploma or GED required. Prior experience, at least (2) years, in Municipal Court Operations, Supervisory/Manager experience and Customer Service/Cash Collections required. Computer experience and bilingual preferred.

CERTIFICATION

Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: