

## **DEPUTY COURT CLERK (PART-TIME)**

### **DESCRIPTION**

Under direct supervision of the Court Administrator; responsible for the daily operations of the Village of Surfside Beach Municipal Court; assists and carries out clerical tasks in court of law by performing the duties listed below and does related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

An employee in this position may be called upon to do any or all the following essential duties:

- Collects payments of Court fines and fees and enters information into Court system to produce receipt for Defendant.
- Prepares Court docket of cases to be called for trials, pre-trial conferences, bond hearings, indigent hearings, and cash bond forfeiture hearings.
- Records case dispositions, pleas, court orders, and installment payment agreements of Court fines and fees on the case files.
- Examines legal documents submitted to Court for adherence to state law or Court procedures, and prepares, posts, files or routes these documents. This includes, but is not limited to pre-trial motions, appeals, affidavits for release of surety, motions to withdraw as counsel, and letters of representation.
- Answers inquiries or questions and explains Court procedures and forms by telephone, mail, or in person.
- Assists Judge during each court session, hearing, and trial by completing all required paperwork for each case and answering any questions by both Judge and defendant.
- Assists the Court Prosecutor in the drafting of class "C" misdemeanor complaint forms and jury charges.
- Maintains a working knowledge and understanding of state laws, local laws/regulations and legal opinions related to municipal court operations (i.e., Texas Traffic Laws, Texas Criminal Code of Procedure, Texas Alcohol Beverage Code, Health and Safety Code, City Ordinance, and Attorney General opinions.
- Files legal documents, correspondence, et cetera in a timely manner.
- Works with Police department as necessary and serves as Municipal Court contact for other City departments.

### **REQUIREMENTS**

- Three (3) years of general business office administration experience involving public contact.
- Bilingual (English/Spanish) preferred.

### **EDUCATION AND EXPERIENCE**

- Valid Texas Class C Driver's License
- Graduation from high school or GED equivalent is required.
- Must have a Level I Court Clerk Certification issued by the Texas Court Clerks Association, or the ability to obtain certification within one (1) year of hire date.

### **PREFERRED QUALIFICATIONS**

- Knowledge of court procedures.
- Knowledge of office practices and procedures.
- Knowledge of basic mathematical principles.
- Ability to interpret and decipher court documents and understand legal terminology.
- Ability to learn and have knowledge of the Texas Transportation Code, Penal Code, Code of Criminal Procedures, regarding laws governing Class 'C' Misdemeanors.
- Ability to perform excellent customer service.
- Ability to follow and communicate effectively, both verbally and written.
- Ability to develop and maintain effective working relationships.
- Ability to work under stressful working conditions.
- Ability to operate a computer and related software applications.

### **PHYSICAL DEMANDS**

- Typically requires sitting, talking, hearing, seeing, standing, walking, driving, use of, and ability to operate office equipment

and machines.

- May require occasional lifting, lowering, pushing, or pulling of 10 - 25lbs. and occasionally up to 50+ lbs.

**JOB INFORMATION**

- Job ID:11012021
- Location: Surfside Beach, Texas, United States
- Position Title: Deputy Court Clerk Part-Time
- Company Name: The Village of Surfside Beach
- Job Function: Municipal Court
- Salary: \$15.00 to \$17.00 Hourly
- Required Travel: 0-10%
- Position Deadline: Open Until Filled