



CITY OF TERRELL Job Description

Position Title:	Municipal Court Clerk
Department:	Municipal Court
Immediate Supervisor:	Municipal Court Judge
Pay Grade/FLSA Status:	10 / Non-Exempt

Job Summary: Under general supervision, perform a variety of clerical, administrative, and customer service duties in support of the day-to-day operations of the Municipal Court. Responsibilities include processing citations and court documents, scheduling court appearances, collecting and recording payments of fines and fees, and assisting the public with court-related inquiries. Requires strong attention to detail, discretion in handling sensitive information, and the ability to work effectively with the public, law enforcement, attorneys, and other City departments.

Essential Duties include, but are not limited to the following:

1. Prepare, process, and manage all documents, citations, violation documents, and files for court proceedings and other legal proceedings within the city.
2. Gather all violator information, prepares files, and imports all information submitted by officers or deputies involved in citations and violations.
3. Meet, engage, and assist individuals to resolve various citations including preparing documents for driver's safety course, deferred disposition, payment plans, and other details of violation actions.
4. Perform general office administrative tasks including answering phone calls, returning phone calls, responding to inquiries regarding violations, process mail, manage faxes, monitor online payments and respond to emails.
5. Draft, prepare, and present monthly reports required to submit to DPS, collection agency, finance department, and the Office of Court Administration.
6. Communicate with defendants involved in court proceedings including assisting in efforts to keep defendants from defaulting on agreements and court actions, answering questions and facilitating defendant understanding and success.
7. Conduct, attend, and assist with court hearings for those wishing to contest citations. Issue warrants for individuals who failed to appear and provide follow up communications.
8. Compile information, prepare documents, draft subpoenas and trial letters, and create a jury pool for court and violation hearings.
9. Prepare statistical monthly reports to submit to the Court Administrator such as number of warrants issued per month and number of cases closed per month.
10. Communicate with the prosecuting attorney and the presiding judge for clarifications on changes of the law pursuant to the current legislative update, scheduling court dockets, and relaying attorney information.
11. Process daily online payments for defensive driving and deferred requests.
12. Maintain confidentiality, fairness, and equity at all time with coworkers and customers in a professional manner under high stress circumstances.
13. Attend relevant out-of-town professional development training through TMCEC.
14. Perform any other duties as assigned.



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Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of municipal court operations, procedures, and terminology.
- State and local laws, regulations, and codes applicable to municipal court functions.
- Methods and techniques of case file preparation, maintenance, and recordkeeping.
- Procedures for processing citations, warrants, court dockets, and dispositions.
- Basic accounting and cashing principles, including cash handling and reconciliation.
- Legal terminology and court-related documentation.
- City policies and procedures related to court operations and public contact.
- Customer service practices and effective communication methods.
- Standard office procedures and equipment, including computers, scanners, and multi-line phones.
- Computer applications including Microsoft Office (Word, Excel, Outlook) and court management systems.

Skill in:

- Accurately processing and recording court transactions and legal documentation.
- Performing data entry with speed and accuracy.
- Managing multiple tasks, priorities, and deadlines in a fast-paced environment.
- Handling confidential and sensitive information with discretion and professionalism.
- Operating standard office equipment and court-specific software systems.
- Communicating clearly and courteously with the public, both in person and by phone.
- Managing cash collections, receipts, and financial reconciliation efficiently.
- Working effectively as part of a team and independently with minimal supervision.

Ability to:

- Communicate clearly and effectively, both orally and in writing.
- Interpret and apply court procedures, laws, and ordinances accurately.
- Maintain detailed and accurate records and court files.
- Provide accurate information to defendants, attorneys, and the general public regarding court procedures and case status.
- Interact tactfully and respectfully with individuals from diverse backgrounds, including those who may be upset or difficult.
- Maintain composure and professionalism in stressful or emotionally charged situations.
- Follow oral and written instructions and apply them to court procedures.
- Learn and stay current with changes in court operations, laws, and procedures.
- Maintain regular and punctual attendance.
- Manage multiple tasks and meet deadlines.
- Work a flexible schedule including evenings, weekends and holidays as needed.
- Travel within the State of Texas to attend required training or certification sessions as necessary.



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Minimum Qualifications:

Any combination of education and experience that would provide the knowledge and skills required for this position is qualifying. A typical way to obtain those abilities would include:

Education:

High school diploma or equivalent required. Additional coursework in office administration, accounting, or a related field is preferred.

Experience:

One (1) year of administrative, clerical, or customer service experience in a court or municipal government setting is required. Experience with court case management systems and handling financial transactions is highly preferred.

Licenses and /or Certifications:

Valid Class C Texas Driver's License with satisfactory driving record
Ability to obtain and maintain CJIS certification

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 position:

- Regularly required to sit for extended periods; use hands and fingers to handle, feel, or operate office equipment; and reach with hands and arms.
- Frequently required to talk, hear, and see in order to communicate with coworkers and the public, both in person and over the phone.
- Occasionally be required to stand, walk, bend, or lift light objects up to 25 pounds, such as files, supplies, or equipment.
- Visual acuity is required for reading printed materials and computer screens, and for performing data entry with speed and accuracy.

Mental Demands:

The mental demands described here are representative of those required to successfully perform the essential functions of this position:

- Must be able to maintain focus and attention to detail in a busy office environment with frequent interruptions.
- Must be capable of managing multiple tasks and deadlines simultaneously, often under time constraints.
- Must demonstrate strong problem-solving abilities and sound judgment in dealing with routine and non-routine issues.
- Requires the ability to adapt to changing priorities, work independently or as part of a team, and exercise discretion when handling sensitive or confidential information.
- Interpersonal skills are essential for maintaining effective working relationships with coworkers, the public, and other departments.



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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position:

- The work is typically performed in a standard municipal office environment.
- Frequent contact with the public and other City staff in person, by telephone, and via email.
- The noise level in the work environment is generally low to moderate, consistent with a professional office setting.
- The position may require attendance at meetings or events outside of normal working hours on occasion.
- The employee must be able to work in an environment with frequent interruptions while remaining professional, courteous, and focused.

This job description is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The City of Terrell may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Non-Discrimination Statement

The City of Terrell is an Equal Opportunity Employer. No person in the service of the City of Terrell or seeking admission thereto, shall be employed, promoted, demoted, transferred, discharged, or discriminated against because of political opinions or affiliations, or because of sex, sexual orientation, race, religion, physical ability, age (except where sex, age, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient functioning in the job) or any other non-merit factor.