



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Deputy Court Clerk.**

Under the general supervision of the Court Administrator, The Deputy Court Clerk will perform various clerical duties related to court activities in compliance with state/local laws and city policies. The candidate will prepare, review, process, and monitor criminal cases filed in the Municipal Court, enter data, and maintain the status of court cases on a computer system. This position has three (2) degree levels, depending on experience.

## **Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function for this position**

*Essential Functions may include, but are not limited to, the following:*

- Respond to customers regarding legal options to satisfy cases, including fines, trials or hearings, driver's safety, warrants, extensions, postings of bonds, filing motions, and others as appropriate to criminal and administrative case types.
- Receive and apply payments as appropriate; determine applicable fees; enter information into the computer system; make changes; provide receipt of payment; and ensure accurate account maintenance.
- Balance daily funds collected, prepare deposits, and assist in safeguarding cash assets.
- Update case files in the Court's software system as contact is made with customers, judges, prosecutors, defense attorneys, and others.
- Prepare, review, and process legal documents, correspondence, motions, and orders.
- Verify data for accuracy and completeness.
- Assist defendants and properly explain court procedures and options.
- Answer questions from citizens in person and over the telephone regarding procedures, tickets, fine schedules, payment plans, and other options.
- Exercise considerable discretion when handling confidential information.
- File, scan, copy, mail, fold, and fax documents.
- Convey a positive professional image by action, communication, and appearance.
- Regular, reliable, and punctual attendance is an essential function of the job.
- Contribute to team effort by performing other duties as assigned.

## ***Deputy Court Clerk***

### **Education/Experience Required:**

- High School diploma/GED required.
- One (1) year experience in administrative work, preferably in a municipal setting or any equivalent combination of education, training, and experience that demonstrates the ability to perform the position's duties.

- Municipal Court Clerk Certification I required within 1 (one) year of employment. Certification must be maintained to continue work.

### ***Senior Deputy Court Clerk***

#### **Education/Experience Required:**

- High School diploma/GED required.
- Two (2) years of experience in administrative work, preferably in a municipal setting or any equivalent combination of education, training, and understanding that demonstrates the ability to perform the position's duties.
- Municipal Court Clerk Certification II required. Certification must be maintained to continue employment.

#### **Other Requirements:**

- Valid Texas Class C Driver's License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

#### **Applicant Process:**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. or by mail at P.O. Box 387, Manor, Texas 78653 or by fax 512-272-8636. Please visit: [www.cityofmanor.org](http://www.cityofmanor.org)

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

#### **THE CITY OF MANOR IS AN EQUAL OPPORTUNITY EMPLOYER**

**Department: Court**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Hourly Rate: \$21.05- \$24.49**

**Schedule: Monday- Friday**

**Job Close Date: Open until filled**