



## **RECORDS MANAGEMENT & MUNICIPAL COURT CLERK FULL-TIME NON-EXEMPT**

### **A. GENERAL PURPOSE**

Under the general direction of the City Secretary, responsible for planning, organizing, and coordinating the storage and maintenance of City records; provides support and/or training to employees and departments regarding records management policies, procedures, changes in laws and compliance with records management program; provides public access to records and record retrieval service to the Council, staff and general public. As the Municipal Court Clerk directs and monitors all operations of the Municipal Court to ensure efficient operation in the areas of collections, dockets, and warrants, complaints, summons, and citations.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Implements records retention efforts, including retention and destruction of records according to applicable schedules; communicates policies to employees.
2. Assists in the facilitation of updating and administering internal filing systems for City departments; provides records management assistance to all departments.
3. Assists with the development and maintenance of records retention and destruction for all City records; conducts inventories and audits.
4. Assists with compliance of the Texas Public Information Act; responds appropriately to requests received.
5. Assists with the transfer of expired City records for destruction according to statutory requirements; maintains records of all paper documents that have been destroyed.
6. Scan documents into the records management system; verify quality and legibility of all documents scanned.
7. Assists departments with maintenance of records; facilitates departmental records destruction through distribution and assistance of Destruction Schedules; accepts

records for destruction and facilitates the destruction of documents.

8. Assists with updates and maintenance of all current manuals and volumes maintained by the Office of the City Secretary to include but not limited to City Code of Ordinances, Resolutions, and Minutes.
9. Provides administrative support to the City Secretary; answers telephone calls and greets visitors, directs callers to the appropriate party.
10. Assists with the billing and permitting of Alcoholic Beverage Permits.
11. Responsible for customer service and monthly court reporting to the State.
12. Responsible for the preparation and filing of numerous court-related legal documents.
13. Responsible for implementing the policies the Judge establishes and for administering the non-judicial policies for the court and general court procedures.
14. Assist defendants as directed by court procedures.
15. Updates and maintains the Municipal Court case management databases and filing system.
16. Accepts and coordinates court payments with the Finance Department.
17. Generates necessary reports, conducts research to support court operations, and assists with special projects as assigned by supervisory personnel.
18. Prepares summons, court orders, and other court documents.
19. Acts as liaison with Hays County Constable who serves summons and acts as Court Bailiff.
20. Schedules court dates in coordination with the Municipal Court Judge, Prosecuting Attorney, and Bailiff.
21. Travels to various destinations in and out of the City.
22. Performs other duties as assigned by the City Secretary.

### **C. SUPERVISION**

Works under the general direction of the City Secretary.

### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS:**

High school diploma or GED equivalent, and two (2) years' experience in municipal records management, municipal court, public administration, or related field, or any equivalent combination of education and experience sufficient to successfully perform the essential functions of the job. Graduation from an accredited junior college, college or university with a degree preferred.

1. Skill in operating the listed tools and equipment.
2. Ability to establish and maintain effective working relationships with employees, City officials, and the general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to type, file, sort documents, and post notices.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Texas Municipal Clerk Certification or clerk experience preferred.
7. Skill, tact, and diplomacy as liaison between Mayor, City Council, City staff, Municipal Court Personnel, state, and county officials, and the general public.

#### **E. TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; email, phone; and copy machine.

#### **F. SPECIAL REQUIREMENTS**

1. A valid state driver's license.
2. While performing the duties of this job, the employee is required to sit for extended periods of time and communicate orally with others. The employee is occasionally required to move about the building and travel to other locations.
3. The employee must be able to carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment, and furniture.
4. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.

#### **G. WORK ENVIRONMENT**

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 perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office.
2. The noise level in the office work environment is usually mild.

## **H. WORK HOURS**

This is a part-time position with 20 hours per week required. Day and time of work is flexible but, employee must be present at least three (3) days per week. Work hours will be set by the City Secretary and will generally be between 8:00 am and 5:00 pm, including one unpaid hour for lunch, Monday through Friday, except holidays. Non-traditional work hours may be required and shall be coordinated with the City Secretary. This is a part-time non-exempt position and eligible for overtime as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any overtime hours performed must be preapproved by the direct supervisor.

## **I. SALARY**

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.”

## **J. BENEFITS**

Benefits shall be in accordance with those outlined in the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL” and may be modified by the employee’s offer letter and subsequent revisions to the Manual.

## **K. EQUAL OPPORTUNITY EMPLOYER**

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

***Please note:** This Position Description is not a contract, and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment*

*shall govern.*