



DRIPPING SPRINGS  
Texas

# Municipal Court Clerk

## Part-Time Non-Exempt

---

### **A. GENERAL PURPOSE**

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. SUPERVISION RECEIVED**

Works under the general direction of the City Administrator and the Municipal Court Judge. Assists City Secretary as needed.

### **C. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for customer service and monthly reporting to the State.
2. Responsible for the preparation and filing of numerous court-related legal documents.
3. Responsible for implementing the policies the Judge establishes and for administering the non-judicial policies for the court and general court procedures.
4. Assist defendants as directed by court procedures.
5. Updates and maintains the Municipal Court case management databases and filing system.
6. Accepts court payments with assistance of the Finance Department.
7. Generates necessary reports, conducts research to support court operations and assists with special projects as assigned by supervisory personnel.
8. Prepares summons, court orders, and other court documents.

9. Acts as liaison with Hays County Constable who serves summons and acts as Court Bailiff.
10. Schedules court dates.
11. Travels to various destinations in and out of the City.
12. Assists City Secretary with other administrative duties as requested.
13. Performs other duties as assigned.

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

1. Must possess High School Diploma or GED PLUS must have more than two years of municipal court experience and comprehensive knowledge of municipal court procedures and terms and applicable State Laws. At least one year as Municipal Court Clerk, City Secretary, Deputy City Secretary, or Assistant City Secretary preferred.
2. Texas Municipal Clerk Certification preferred or able to acquire certification.
3. Graduation from an accredited junior college, college or university with a degree preferred.
4. Ability to establish and maintain effective working relationships with employees, City officials, and the general public.
5. Ability to communicate effectively orally and in writing.
6. Ability to type, file, sort documents, and post notices.
7. Ability to handle confidential and sensitive information while maintaining confidentiality.
8. Skill, tack, 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; 10-key calculator; phone; copy machine; tape recorder; and audio/visual equipment.

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

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit,

communicate orally, move equipment and documents throughout building. The employee is occasionally required to move around the building and travel to other locations.

3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment, and furniture. Ability to read electronic and paper documents.

## **G. WORK HOURS**

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. This is a part-time non-exempt position and eligible for overtime under the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL” and pursuant to the needs of the City and at the direction of the City Administrator. Any overtime hours performed must be preapproved by the City Administrator.

## **H. 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”.

## **I. BENEFITS**

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

## **J. 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 the City Administrator at (512) 858-4725.

*Please note: This Job 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 and/or Employment Agreement shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee’s Offer Letter and/or Employment Agreement, the most specific term or condition of employment shall govern.*