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Job Posting
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Applications Accepted From:	ALL PERSONS INTERESTED
Job Classification:	Deputy Court Clerk
Posting Number:	1
Department:	Municipal Court
Reporting Location:	27424 Robinson Road, Oak Ridge North, Texas 77385

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical and bookkeeping functions in support of the Municipal Court. Work involves transporting and processing Police Department records and receipts from fees and fines; entering a variety of data into computer files; serving as clerk in court, responding to resident's inquiries, complaints and requests; and processes cases, dispositions of citations, one of two cashiers, reconciles cash drawer. Employee will be responsible for assisting with issuing arrest and capias warrants. Reports to the Court Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Process tickets and arrest sheets from Police Department; count and process cash received for fines and fees; enter tickets and citations into computer files; note disposition of tickets and citations; and prepare copies of documents for the Records Department. Assist with preparing court docket, court notifications, schedule official court appearances, jail time credits. Prepare and mail courtesy letters, prepare folders for tickets and file in filing cabinets. Dispose of closed out folders.

Type materials from typed or handwritten copy; prepare a variety of correspondence and documents, such as court date letters, witness letters. Assume responsibility for correctness of spelling, punctuation, grammar and format.

Utilize computerized data entry equipment and various word processing programs to enter, store and/or retrieve information as requested or otherwise necessary; summarize data in preparation of standardized reports; maintain and update data in computer such as status changes pertaining to individual court cases.

Maintain a variety of files, filing and retrieving information as requested or otherwise necessary.

Help process incoming mail for Municipal Court.

Answer telephone and receive inquiries in person, provide information based on being very knowledgeable about government court procedures, accept and process payments.

Collect fees, reconcile his/her cash drawer.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years of clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Be able to use ten key, type 45 wpm.

SPECIAL REQUIREMENTS

Attend annual Court Clerks Training School. Court Clerk Certification from the Texas Municipal Courts Education Center.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, multi-line telephones, copies, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, agendas, forms, manuals, directories, etc. Requires the ability to prepare correspondence, reports, forms, logs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to calculate percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of policies, procedures, organization and functions of the Court Clerk's Office, and the ability to interpret them.

General knowledge of the nature and content of a variety of documents processed in the City court system.

General knowledge of modern office practices and procedures.

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Working knowledge of public records laws.

Skill in the operation of common office machines, including popular computer-driver word processing, spreadsheet and file maintenance programs.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and City policies and procedures, and to solve problems, and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to add and subtract figures and accurately balance simple ledgers.

Ability to work under pressure of frequent interruptions.

Ability to prepare and maintain a variety of complex files.

Ability to type 45 wpm rate of speed.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Minimum License Requirements: Must have a valid Texas Class C operator's license.

Preferences: Bilingual English/Spanish; experience with Microsoft Office programs

Skills Tests Required: None

Safety Impact Position: The person in this position is subject to random drug testing.

Opening Date: September 10, 2018

Closing Date: One Vacancy Open Until Filled

Application Procedure: Applications are available on the website at www.oakridgenorth.com. Applications and resumes accepted 8:30 a.m. to 4:30 p.m. at City of Oak Ridge North City Hall, 27424 Robinson Rd., City of Oak Ridge North, TX 77385 or by email to eharrell@oakridgenorth.com. Successful candidates will be notified of their application status. All new employees and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.