



Part-Time Court Clerk

Addison Municipal Court

ABOUT THE POSITION

Under direct supervision of the Court Administrator to perform various clerical tasks in support of the activities and operations of the Municipal Court. Deadlines and priorities in work assignments are either set by the Administrator or are inherent in the task to be performed. Method of accomplishing assignments is at the discretion of the employee within established guidelines and procedures.

Duties are of average difficulty and require some decisions and judgments about the approach or sequence of procedures to be used. Position requires regular contact with the public in situations that affect the accomplishment of the job at hand. Contact is usually structured and routine but may occasionally involve conflict and require considerable tact and judgment.

ESSENTIAL JOB FUNCTIONS

- Processes complaints, judgments, accepts payments of bonds and fines.
- Interviews and develops a detailed application on all defendants requesting a payment plan.
- Maintains files and records of payment agreements and contacts delinquent clients via telephone.
- Takes citizen complaints and sets court dates.
- Sends final warning notices of payments due.
- Assembles and processes court cases; prepares court dockets; verifies documents necessary for each case; clears cases by posting fine payments or jail time; types miscellaneous documents, memos, and correspondence; prepares warrants and related documents for failure to appear in court.
- Logs Magistrate arraignments; schedules court dates and sends notification of scheduled dates to all parties involved; collects all required signatures on court documents.
- Monthly bond forfeitures and capias warrants.
- Inputs and retrieves various data on the computer; runs computer reports.
- Maintains records and files; reconciles the cash drawer daily.
- Issues summons and subpoenas for defendants and witnesses.
- Performs other related tasks as needed or directed by Court Administrator.
- From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

WORK ENVIRONMENT-PHYSICAL REQUIREMENTS

Sits for long periods at front desk, accepting monies and handling inquiries. Walks, stoops, bends, and twists to file records. Carries boxes of files and computer paper weighing up to 30 pounds. Works overtime hours when required. Incumbent is exposed only to those routine risks or discomforts that require normal safety precautions. Work is performed indoors but may involve limited exposure to outdoor weather conditions.



MINIMUM QUALIFICATIONS

Education/Experience: High school diploma or equivalent. Two years' clerical, cashiering, or customer service work experience. Prefer computer experience.

Knowledge, Skills, and Abilities: Considerable knowledge of general office procedures such as filing, bookkeeping, and records maintenance. Ability to understand and interpret court procedures and requirements. Verbal fluency, good grammatical and numerical skills. Ability to deal courteously and efficiently with fellow employees and the general public, and to exercise good judgment. Requires tact, diplomacy and the ability to handle stressful situations. Experience with Incode court software preferred. Safe Driving Record. Clear criminal background check and clear pre-employment drug screen.

Certification: Valid Texas Driver's License.

SALARY INFORMATION

Hourly salary range: \$14.39-\$17.99

ATTENDANCE REQUIREMENTS

Routine schedule is 30 hours per week, Monday through Friday. Schedule may be modified if department needs arise. May be required to work overtime if needed.

APPLICATION PROCESS

Please submit an application, resume, and letter of interest online at www.addisontexas.net. For additional information about the **Part-Time Court Clerk** position please contact Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.