

City of Fort Worth, Texas Job Description

Classification Title	Assistant Clerk of the Court		
Job Code:	MG1041	Job Family:	Management
Pay Grade	613	Date Reviewed:	08/19/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, oversees, and coordinates various operations/sections of the Clerk of the Court Division to include the downtown financial management, southwest municipal court, student attendance court; and other areas as assigned. Provides administrative and complex support to the Clerk of Municipal Court.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides management oversight of the financial management section, student attendance court, southwest municipal court; and the administration of the In-House Collections Program.
3. Assists in the in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
4. Performs business audits and process reviews to ensure effective and efficient service delivery. Compiles, interprets and evaluates data to develop, maintain, submit and present reports to evaluate and determine performance measures.
5. Participates in special projects and initiatives for the Division; prepares and presents reports detailing findings and recommendations; and sets goals and objectives for various projects.
6. Provides staff assistance to the Clerk of Municipal Court; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
7. Serves as the training coordinator for all sections of the Clerk of the Court Division. Evaluates work flow processes and implements a variety of training material and activities to meet customer and staffing needs.

8. Responds to a variety of internal and external audits and requests from Departments.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Methods and techniques of providing efficient court clerk services.
 - Records management.
 - Financial processes.
 - Audit principles and processes.
 - Data gathering and analysis.
 - Personnel management.
 - Customer services processes.
 - Principles of supervision, training and performance evaluation.
 - Modern office procedures, methods and equipment including computers.
 - Pertinent personnel policies, procedures and management techniques.
 - Applicable court records management laws, rules, guidelines and practices.
- **Skill in:**
 - Leading, guiding and directing personnel.
 - Reviewing data and document to determine validity and accuracy.
 - Compiling data and presenting reports; managing projects.
 - Reviewing and responding to audit requests.
 - Training staff.
 - Evaluating performance of staff.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Manage projects, operations and personnel.
 - Compile and analyze data.
 - Perform high-level management duties.
 - Solve high-level issues.
 - Prepare clear and concise reports.
 - Respond to request and inquiries.
 - Interpret data.
 - Provide high-level customer service.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in a Criminal Justice, Business or Public Administration and five years of municipal court, business process, and financial experience including two years of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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 enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.