City of Fort Worth, Texas
Job Description

Classification Title	Clerk of Municipal Court		
Job Code:	AD1181	**Job Family:**	Assistant Department Directors
Pay Grade	305	**Date Reviewed:**	07/06/15
FLSA Status	Exempt	**Date Revised:**	

GENERAL SUMMARY

Supervises and coordinates non-judicial services, activities and operations of the municipal court, including establishing and maintaining effective business methods. Coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to the Municipal Court Services Director.

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. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned municipal court programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
5. Provides oversight, review, implementation and evaluation for all Clerk of the Court operations. Establishes and maintains effective business methods for the administration of non-judicial affairs of the City Court.
6. Oversees the preparation of dockets, issuance of warrants and preparation and maintenance of accurate and detailed files and records.
7. Coordinates and directs the performance of a variety of data entry and general accounting functions in support of the municipal court.
8. Oversees the processing, posting, balancing, reconciliation and deposit of various payments for court services, probations and citations.

9. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.
10. Provides staff assistance to the Municipal Court Service Director; participates on a variety of committees; and prepares and present staff reports and other correspondence as appropriate and necessary.
11. Performs other related duties as required.
12. 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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Methods and techniques of providing efficient court clerk services.
  - Operational characteristics, services and activities of a municipal court.
  - Modern and complex principles and practices of accounting.
  - Project management, information gathering and problem solving techniques.
  - Methods and techniques of docket preparation.
  - Principles and practices of reporting process.
  - Principles and practices of data entry.
  - Modern office procedures, methods and equipment including computers.
  - Principles of municipal budget preparation and control.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Pertinent personnel policies, procedures and management techniques.
  - Applicable court records management laws, rules, guidelines and practices.
- **Skill in:**
  - Developing and implementing joint business processes.
  - Coordination.
  - Organization and time management.
  - Project management.
  - Researching and developing.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Establish and maintain effective business methods for the administration of non-judicial affairs.
  - Prioritize resources and direct work.
  - Compile and analyze data.
  - Read, write, establish, implement and evaluate court policy and business procedures.
  - Coordinate and direct the performance of a variety of court clerk services.
  - Oversee various general accounting functions.

- Manage payment processes, gather data and report information.
- Recommend and implement goals and objectives for providing effective court clerk services.
- Interpret and explain City court policies and procedures.
- Prepare clear and concise reports.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in business administration, government or a related field and seven years of responsible municipal court or government experience, including five 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.