

City of Fort Worth, Texas Job Description

Classification Title	Deputy Court Clerk		
Job Code:	PR1441	Job Family:	Professional
Pay Grade	610	Date Created:	08/22/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for performing a variety of clerical, secretarial and accounting duties in support of the municipal court; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

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. Establishes schedules and methods for providing court clerk services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
4. Performs the more technical and complex tasks of the work unit, including creating reports, researching customer problems and maintaining accurate and detailed records, files and warrants.
5. Responds to inquiries and complaints from the general public and court customers; and provides information regarding various court services.
6. Oversees and participates in a variety of clerical functions in support of the municipal court.
7. Participates in the preparation and administration of the court services program budget; submit budgets recommendations; and monitors expenditures.
8. Prepares analytical and statistical reports on operations and activities.
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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operations, services and activities of a municipal court.
- Methods and techniques of providing efficient court clerk services.
- Principles of supervision, training and performance evaluation.
- Modern and complex principles and practices of accounting including accounts receivable and payable.
- Court processes and procedures.
- Modern office procedures, methods and equipment including computers.
- Pertinent Federal, State and local laws, codes and regulations.
- Personnel policies and best management practices.
- Business process flow of warrants and arraignments.
- Warrant confirmation, creation, clearance and preparation processes.
- Municipal Court policies and procedures.
- City of Fort Worth rules and regulations.

- **Skill in:**

- Computers and applicable software.
- Organization and time management.
- Prioritization.
- Project management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Supervise, organize and review the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Oversee the performance of a variety of data entry and general accounting functions.
- Create, maintain and evaluate analytical reports.
- Oversee the preparation of miscellaneous accounts receivable and payable.
- Respond to requests and inquiries from the general public.
- Oversee notary memberships to ensure enrollment.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- 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 four years of municipal court clerk experience, including one year of administrative or lead supervisory responsibility.

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; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.