

City of Fort Worth, Texas

Job Description

Classification Title	Municipal Court Clerk		
Job Code:	CL5110	Job Family:	Clerical
Pay Grade	504	Date Reviewed:	06/11/15
FLSA Status	Nonexempt	Date Revised:	11/09/15

GENERAL SUMMARY

Performs administrative duties for City Municipal Courts. Helps prepare case files for scheduling court cases for various courtroom and administrative dockets, trials, and hearings.

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. Prepares case documents and notices and schedules cases for trials and hearings for administrative and courtroom trials, hearings, and appeals.
2. Performs administrative duties for the court, which includes processing paper work; scanning and printing documents; data entry, retrieving accident and incident reports, and, updating and maintaining various schedules and listings.
3. Answers external inquiries from attorneys and witnesses, and internal inquiries from Police, Fire, Code Compliance, Judicial, and Legal.
4. Processes representation letters, motions, and summons requests received from attorneys. Prepares reports and sends reports for dockets to attorneys. Provides courtroom assistance on an as needed basis and assists judge requests.
5. Processes administrative paperwork and notarizes documents as required for filing complaints.
6. Performs other duties as required.
7. 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:**
 - Municipal Court policies and procedures.
 - Court docket procedures.
 - Federal, state and local law.
 - Warrant and Bond procedures.
 - Basic administrative duties.
 - Data input and retrieval.

- Current City computer program software.
- **Skill in:**
 - Customer Service.
 - Court Interpreting.
 - Organization and detail.
 - Multitasking.
 - Time management.
 - Problem resolution.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Maintain confidentiality.
 - Respond to requests and inquiries from the general public.
 - Understand and follow oral and written instructions.
 - Establish and maintain effective working relationships.
 - Make sound decisions and demonstrating intellectual capabilities.

MINIMUM JOB REQUIREMENTS

High school diploma/ GED and one year of responsible customer service experience within the area of assignment.

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, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.