

Job Title: Court Clerk
Department: Municipal Court
Supervisor: Judge

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain files; prepare court documentation; schedule hearings and trials; and other court notices; receive payments and issue receipts for fines and filing fees; provide payment application to defendants requesting installment payments on fines with instructions pertaining to the Collections Department and payments; entering citations and e-filing of court pleadings within the court software program, and answering telephone.

OTHER DUTIES AND RESPONSIBILITIES:

- Communicate and interact with the public and all and other county offices and officials, all law enforcement agencies and Prosecutor
- Regular attendance is required.
- Performs all other related duties as assigned.

MINIMUM QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Must have a high school diploma (or GED certificate).
- Previous Justice Court Clerk experience preferred.
- Bi-lingual preferred.
- Must complete New Court Clerk Training thru TMCEC within 1 year of hire date.

Knowledge, Skills and Abilities:

- Ability to work with Microsoft Office applications such as Outlook, Word and Excel.
- Must have working knowledge of LT court case management system, including ability to map documents on case management system and troubleshooting of system.
- Working knowledge of business machines.
- Excellent knowledge of business practices and English grammar.
- Ability to communicate clearly both orally and in writing and to maintain confidentiality.
- Ability to file alphabetically and numerically.
- Must have excellent organizational and customer service skills
- Must be able to work with co-workers, employees and management in a pleasant, professional manner.
- Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines.
- Must be mature, dependable, resourceful and able to work independently.
- Ability to work independently of others and with minimal direction or instruction
- Must be able to learn and retain legal definitions and procedures and able to communicate with basic knowledge of.

PHYSICAL DEMANDS: Light, lifting 10-20 lbs, sitting for pro-longed periods of time, periods of walking and standing.

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. This position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, elected officials, and the general public. May be occasionally required to lift, carry, push, pull, or move objects weighing up to 20 lbs.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.