
City of Vidor**Job Description****Job Title: Deputy Court Clerk/Juvenile Case Manager****Department: Municipal Court****Reports to: Chief Municipal Court Clerk****Location: Municipal Court****Exempt Status - NO**

SUMMARY: Under direct supervision of the Chief Municipal Court Clerk; responsible for the daily operations of the Vidor Municipal Court; assists and carries out clerical tasks in court of law by performing the duties listed below and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collects payments of Court fines and fees and enters information into Court system to produce receipt for Defendant
- Processes mail and drop box payments as well as any other information provided by posting information into Court system and updating Defendant's computer and paper file and also requires mailing receipt and other applicable Court paperwork to Defendant as necessary
- Responsible for ensuring that juvenile files are handled correctly. Ensures that juvenile cases are referred to the County juvenile probation department once jurisdiction is lost. Process all juvenile non-disclosure orders.
- Prepares daily reconciliation of Court fines and fees for deposit as needed
- Prepares Court docket of cases to be called for trials, pre-trial conferences, bond hearings, indigent hearings, and cash bond forfeiture hearings as needed
- Records case dispositions, pleas, court orders, and installment payment agreements of Court fines and fees on the case files
- Examines legal documents submitted to Court for adherence to state law or Court procedures, and prepares, posts, files or routes these documents.
- Receives, prepares and enters information on insufficient checks from local merchants into computer system to produce case file for each insufficient check due to a closed account or insufficient funds as needed
- Answers inquiries or questions and explains Court procedures and forms by telephone, mail, or in person

- Acts as a liaison between the Judge and the prosecuting attorney, defense attorney, witnesses, jurors, and other agencies, to ensure that all parties have received the proper notices and are prepared for Trial as needed
- Assists Judge during each court session, hearing, and trial by completing all required paperwork for each case and answering any questions by both Judge or defendant as needed
- Prepares affidavits of probable cause for arrest warrants and capias pro fines, and issues said warrants on defendants who fail to appear or fail to meet their payment schedule
- Enters information into the Orange County warrant computer once warrant has been signed by the Judge and recalls warrants from the Police department once the warrant has been paid or recalled by the Judge as needed
- Maintains a working knowledge and understanding of state laws, local laws/regulations and legal opinions related to municipal court operations (i.e., Texas Traffic Laws, Texas Criminal Code of Procedure, Texas Alcohol Beverage Code, Health and Safety Code, City Ordinance, and Attorney General opinions.
- Responsible for keeping the Court and Court personnel current on all legislative updates, changes in state law, new case law, and Attorney General opinions, and ensuring that all forms and Court software applications are updated and in compliance by creating, adding or updating Court forms, letters, writs, complaints, affidavits, and offense descriptions as needed.
- Prepares weekly, monthly and annual reports for City and State as well as Administration as needed
- Provides training to Court staff as needed
- Files legal documents, correspondence, et cetera in a timely manner
- Works with Police department as necessary

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires employee to be on time at the required scheduled hour. The requirements 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/OR EXPERIENCE:

High School Diploma and two years experience in related clerical field.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret books, professional journals, book reviews, forms, reports, correspondence, computer screen, city/departmental policies, procedures, and statistics. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of department heads, citizens, Council, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and use percent and to draw and interpret bar graphs. Ability to calculate, compile and analyze statistical data, monitor budget, and assist citizens using standards mathematical calculations.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions in written, oral or diagram form. To effectively utilize City funds, deal with internal personnel matters; happy/unhappy citizens; prioritize tasks; evaluate current policies/procedures and set goals to improve services.

PHYSICAL DEMANDS:

The physical demands described here are representative to 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.

While performing the duties of this job, the employee is regularly required to sit, use computer, printer, receipt printer, typewriter, adding machine, fax machine, copier, telephone, postage machine, paper cutter, electric/manual hole-punch, electric stapler, and shredder. Employee must be able to read mail, computer screen, files, and paperwork. Employee must be able to communicate with citizens and staff over the telephone and in person and be able to transcribe recorded notes. The employee is occasionally required to climb or balance and must move boxes of files or stubs. The

employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

WORK ENVIRONMENT:

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.

Employee works in a climate-controlled, drug-free office environment. Also exposed to dust.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

Computer, printer, receipt printer, typewriter, adding machine, fax machine, copier, telephone, postage machine, paper cutter, electric/manual hole-punch, electric stapler, shredder, Word and spreadsheet applications, and internal accounting software.

INTERPERSONAL:

Excellent communication skills to work with and manage diverse personalities and work styles; promote conditions to forge a cohesive work unit; assist citizens; deal with complaints and problems in an appropriate manner from staff and citizens.

OTHER REQUIREMENTS:

Valid Texas Driver's license with acceptable driving record and reliable transportation.